



Temporary Hire – Position Description Form

Casual Workers | Helper Aids | Special Consultants

Office of Human Resources

This description will be used as a basis for determining temporary employment type and will be maintained as an official record of the duties assigned to this position. The appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:			Temporary Hire
APPROVED APPOINTMENT TYPE	APP. BY C&C	DATE	THIS COPY TO
Casual Worker	LL	4/29/24	<input type="checkbox"/> HR <input type="checkbox"/> EMP <input type="checkbox"/> SUP <input type="checkbox"/> C&C

1. POSITION INFORMATION

Employee: _____ Department: Writing Program Office

Working Title: WPJ Reader

Name & Title of Dept. Chair/Work Lead (if any): Angela Clark-Oates, GVAR Coordinator

Name & Title of Appropriate Administrator: Jim German, Undergraduate Studies Dean

Name of Dean/Manager (MPP): Jim German, Undergraduate Studies Dean

2. APPOINTMENT TYPE BEING REQUESTED (Select One)

Special Consultant
 Casual Worker
 Helper Aid

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee: _____ Date: _____

Appropriate Administrator: James German Date: 05/09/2024

Dean/Manager (MPP): James German Date: 05/09/2024

4. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

List any knowledge, skills, abilities, and experience required to successfully perform the essential functions.

1. Understand the purpose of the Graduation Assessment Writing Requirement (GVAR) at Sacramento State.
2. Experience teaching college-level Writing Intensive or Writing program course.
3. Ability to read all of the digital content in a student writing portfolio.
4. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

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Casual Worker	WPJ Reader

Conditions of Employment

- Ability to successfully pass a background check.

5. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

WPJ Portfolio readers are responsible for performing an assessment of student writing development using the portfolio created and submitted by the student. This assessment must be timely, reliable, comprehensive, and formative.

6. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions should total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
100%	5 times, annually	<p>For each new set of portfolios assigned to a reader, the reader must complete a set of norming exercises.</p> <p>For each portfolio, readers must do the following:</p> <ul style="list-style-type: none"> • Read the survey and both writing samples • Confirm that the minimum criteria for a WPJ Portfolio were met • Assess the writing samples using the survey responses to provide context • Provide a numerical score of 0-5 • Fill out a rubric that describes the strengths and areas of concern in the student’s writing • Post an advising note based on the assessment that describes how the student could best support their continued development as a writer during the rest of their time at Sacramento State

7. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
O	Sit	N	Direct others	N	Is exposed to excessive noise
N	Stand	O	Concentrate	N	Is around moving machinery
N	Walk	O	Analyze	N	Is exposed to marked changes

Employee Initials: _____ Date: _____

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N	Have mobility	O	Use reason/logic		in temperature and/or humidity
N	Bend	O	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Climb	O	Make decisions		
N	Reach	O	Works rapidly	N	
N	Kneel	O	Handle multiple tasks/priorities	N	Works in confined quarters
N	Push/Pull	N	Tolerate variety	N	Works in high places
N	Have gross hand coordination	O	Work with others		Other:
N	Have fine hand coordination		Other:		
N	Hear with background noise				
N	Hear the spoken word				
N	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
N	Talk				
F	Communicate				
N	Lift: ___ lbs. max				
N	Carry: ___ lbs. max				
N	Operate equipment				
F	Perform keyboard entry				
	Other:				