

Employee Name:



## MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
<b>Conflict of Interest (COI) Designated:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b><u>MPP Positions Only</u></b>
<b>Mandated Reporter:</b> <input type="checkbox"/> Limited <input checked="" type="checkbox"/> General <input type="checkbox"/> N/A	<b>MPP Job Code:</b>
<b>Review Date:</b> July 2024	<b>Job Family:</b>
	<b>Job Function:</b>
	<b>Job Category:</b>

**Mandated Reporter Per CANRA**  YES  NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note:** A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

**Please check one:**  New Position  Existing Position Update

<b>Date:</b>	07/11/2024
<b>Department &amp; Division:</b>	Athletics
<b>Employee Name</b> <i>(leave blank if vacant):</i>	
<b>Current Classification &amp; Grade:</b>	Coaching Assistant 10 mo/ 0
<b>FLSA Status:</b> <i>(exempt or non-exempt)</i>	Exempt
<b>Working Title:</b>	Assistant Women's Water Polo Coach
<b>Position Number &amp; Job Code:</b>	10001625/ 2383

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<b>Working Title &amp; Position Number of HEERA Designated Appropriate Administrator:</b>	Head Women's Water Polo Coach, Coaching Specialist, 12 month/ 10002149
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**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.*

- The Department of Athletics, utilizing the services of over 150 employees, is responsible for the intercollegiate athletics program at San Diego State University. Currently, there are 18 sport programs, approximately 550 student-athletes, and 17 offices in the department. The offices include the following: The Aztec Club/Development, Administration, Athletic Medicine, Business Office, Compliance, Communications, External Corporate Sales, Equipment, Event Management/Facilities and Operations, Human Resources, Information Technology, Marketing, Strength and Conditioning, Student-Athlete Academic Support Services, Ticket Office, and Video.

**II. PURPOSE OF POSITION:**

*State the basic purpose of the position in one to three specific statements.*

- Under the direction of the Head Women's Water Polo Coach, the Assistant Women's Water Polo Coach will support and enhance the mission of the San Diego State University Athletic Department. The incumbent will be responsible for assisting in the direction of the Water Polo program, performing a variety of coaching functions related to the sport of water polo in the Athletic Department. These coaching functions include, but are not limited to the following: recruiting, administrative duties, coaching, teaching, staging, and fundraising.

**III. CHANGES IN RESPONSIBILITIES:**

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**IV. MAJOR RESPONSIBILITIES:**

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

<b>Description of Responsibilities:</b>	<b>(%) Percent of Time</b>
<b>I. GENERAL RESPONSIBILITIES</b>	40%
A. Assist head coach with direction of the women's water polo program at San Diego State University through a variety of responsibilities that include but are not limited to coaching, recruiting, academic advising, administrative responsibilities, counseling, and leadership development.	

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Description of Responsibilities:	(%) Percent of Time
<p>B. Assist the head coach in creating an effective training program that consists of skills based training, individual development, and team tactics. Assistant coach should be comfortable with coaching various position groups and leading drills and conditioning.</p> <p>C. Assist head coach with developing new ideas and philosophies within the program to keep up to date with current trends and developments within the collegiate and intercollegiate water polo landscape.</p> <p>D. Assist head coach with organizing and informing support staff (administrative, strength and conditioning, athletic training, equipment staff, etc.) of program's needs and operations.</p> <p>E. Assist head coach by serving as liaison between student-athletes and support staff. Need to be comfortable in one on one advising meetings with student athletes.</p> <p>F. Assist head coach, in coordination with Athletics Business Office, with purchase orders, travel expenses, expense reports, and any other responsibilities involving business affairs.</p> <p>G. Assist head coach, in coordination with Equipment staff, with selecting and submitting equipment requests for team and staff.</p> <p>H. Assist head coach, in coordination with Event Management staff, with organizing and fulfilling operations of home contests as well as practices and events.</p> <p>I. Assist head coach, in coordination with Strength and Conditioning staff, with organizing and implementing the needs of the team's weight room activities.</p> <p>J. Assist head coach, in coordination with Athletic Medicine staff, regarding injuries, rehabilitation, surgeries, and other medical concerns within the program.</p> <p>K. Assist head coach with all internal and external communication by answering and returning incoming phone calls, e-mails, and letters.</p> <p>L. Assist head coach with organizing, coordinating, and supervising community service projects, local clinics, and alumni events, such as the annual alumni game.</p> <p>M. Assist head coach with fund raising activities, corporate and private sponsorship, as well as marketing of the program.</p> <p>N. Responsible for attending department meetings such as <i>All-Staff</i> and <i>Compliance</i>.</p> <p>O. Travel Coordinator: Responsibilities include, but are not limited to, organizing transportation, hotel rooming lists, meals, per diem, practice times, as well as recruiting trips, and prospect visits.</p> <p>P. Banquet Coordinator: Responsible for organization and implementation of annual end-of-the-season banquet. Responsibilities</p>	

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Description of Responsibilities:	(%) Percent of Time
include, but are not limited to, informing all possible participants, reserving facility, creating food menu, collecting monies, supervising creation of banquet program, creating highlight film, etc.	
<p><b>II. RECRUITING</b></p> <p>A. Recruiting Coordinator: Assist the head coach in all aspects of recruiting in effort to bring the best prospects to San Diego State University, thus creating a nationally competitive team that can win conference championships as well as participate in the postseason with the goal of a national championship(s).</p> <p>B. Assist head coach with annual and future recruiting strategies and needs, while offering assistance with scholarship allocation plans to execute strategy.</p> <p>C. Responsible for assessment of prospective student-athletes, which includes evaluating documents, calling informed contacts of student-athletes, traveling to watch the prospects play, and watching recruiting videos.</p> <p>D. Assist head coach with all recruiting documentation needs, such as official visits forms, transcript collection, GIA paperwork, etc.</p> <p>E. Assist head coach with compilation of necessary file and technology system for efficient and organized manner of handling recruitment of prospects.</p> <p>F. Responsible for all organization and implementation of recruiting trips and visits.</p> <p>G. Must possess a cooperative effort in working with all recruiting personnel.</p> <p>H. Must attend NCAA education meetings to stay current and educated on NCAA rules and regulations.</p> <p>I. Initiate and maintain communication with prospective student-athletes.</p> <p>J. Establish relationships with local programs, programs in Southern California, across the country, and with overseas contacts and recruiting organizations.</p>	25%
<p><b>IV. COMPETITIVE RESULTS</b></p> <p>A. Assist head coach with preparing student-athletes technically, tactically, athletically, and psychologically to be able to compete at the national level, while aspiring toward conference championships and post-season competition/championships.</p> <p>B. Assist head coach with organizing and administering appropriate training workouts for off-season, pre-season (fall), competitive season (spring), post-season, and non-competitive season (summer) needs.</p> <p>C. Assist head coach in organizing, supervising, coordinating, and implementing current coaching techniques, strategies, and practices.</p>	15%

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Description of Responsibilities:	(%) Percent of Time
<p>D. Assist head coach with team preparation through scouting upcoming opponents and utilizing opponent film to organize and implement necessary game plans.</p> <p>E. Assist head coach and the primary staff member who breaks down game video.</p> <p>F. Work with student-athletes in one-on-one training environments.</p> <p>G. Work with student-athletes utilizing contest practice footage to help with their individual development.</p>	
<p><b>III. ACADEMICS</b></p> <p>A. Academic Coordinator: Responsible for the overall academic progress of the team via communication with academic advisor, at-risk reports, and weekly academic mentor reports.</p> <p>B. Communicate program schedule (practice, strength &amp; conditioning, competition) with Academic Support Services Staff to coordinate course registration times, mentoring and tutoring programs, and study hall.</p> <p>C. Serve as the liaison between the Academic Support Services Staff and at-risk student-athletes in order to provide coordinated support.</p> <p>D. Reiterate and encourage the importance and implementation of academic skills taught by the Academic Support Services Staff.</p> <p>E. Serve as liaison to the Student-Athlete Services Coordinator to process the admission, housing, and NCAA Eligibility Center needs of prospective student-athletes</p> <p>F. Other responsibilities include, but are not limited to: the monitoring of study hall hours and class checking for attendance reporting.</p>	10%
<p><b>V. LEADERSHIP, TEAM DEVELOPMENT, AND COMPLIANCE</b></p> <p>A. Assist head coach with the student-athlete’s education and execution of the program’s <i>Code of Conduct</i>.</p> <p>B. Discipline problems are dealt with in a professional manner.</p> <p>C. Follow NCAA, conference, and university rules and regulations; ensure student- athletes follow NCAA, conference, and university rules and regulations.</p> <p>D. Cooperate and work with the compliance staff.</p> <p>E. Cooperate and work with Student-Athlete Academic Support Services.</p> <p>F. Attend educational seminars on compliance and academic affairs.</p> <p>G. Complete required forms in a timely manner.</p> <p>H. Actively involved in departmental compliance.</p>	10%

**V. LEAD WORK DIRECTION OVER OTHERS:**

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

		<b>Type of work direction</b>
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<b>Classification</b>	<b>Working Title</b>	<b>(Direct or General)</b>
NA		

**VI. POSITION REQUIREMENTS:**

*A. List education and years of experience required that are based on the classification standards.*

- Bachelor's degree. At least two years of high school, collegiate or junior/community college experience as an assistant water polo coach.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

- Ability in teaching and training all skills associated with the sport of water polo. Ability to organize and motivate student-athletes to maximum performance level in sports and academic achievement. Ability to establish and maintain effective working relationships on campus and in the community. Knowledge of NCAA rules and regulations. Integrity and moral leadership, and is receptive to suggestions. Ability to interact appropriately with support staff. Ability to maintain self-control and proper conduct in victory or defeat. Must be committed to proper citizenship of student-athletes. Must be experienced in networking and be comfortable with creating relationships with prospective recruits, families, and coaches.

*C. Specialized skills required for this position*

- Excellent written and verbal communication skills and presents a positive image.
- Used to working in a fast paced environment and being able to complete tasks efficiently in a timely manner.

*D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)*

- Must obtain CPR/AED, First Aid, and Lifesaving certifications within 60 days of hire.

**VII. PREFERRED QUALIFICATIONS:**

Master's degree. Two or more years as a water polo coach in NCAA Division I, II, or III. Division I playing experience. National and international recruiting connections, including USA Water Polo Olympic Development Pipeline (ODP). Knowledge of conference rules and regulations. Experience with community outreach programs.

**VIII. COMPLIANCE STATEMENT:**

*University employees that have direct job responsibilities involving intercollegiate athletics are expected to have knowledge and understanding of NCAA, conference and University rules, policies and procedures governing intercollegiate athletics. Additionally, he or she is required to notify the appropriate personnel of any knowledge of, or should have known of, any violation or suspected violation of NCAA, conference, or University regulations.*

*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.*

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**IX. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

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Incumbent's Signature/Acknowledgment

Date

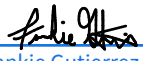
  
[Dana Ochsner \(Jul 23, 2024 09:53 PDT\)](#)

Jul 23, 2024

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Appropriate Administrator Signature

Date

  
[Frankie Gutierrez \(Jul 22, 2024 15:11 PDT\)](#)

Jul 22, 2024

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Classification & Compensation Services

Date

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## Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

**Physical Summary:** Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"O" = occasionally or up to 3 hours per day

"F" = frequently or 3-6 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
F	Bending (neck)	F	Reading & Comprehending
F	Bending (waist)	F	Writing
N	Climbing	O	Performing Calculations
N	Crawling	C	Communicating Orally
O	Kneeling	C	Reasoning & Analyzing
O	Pushing/Pulling	C	Decision Making
F	Sitting	F	Directing/Coordinating Others:
O	Squatting		Other:
F	Standing	Environmental Working Conditions	
C	Twisting (neck)	F	Exposure to variations in temperature/humidity
C	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
C	Walking	N	Operates machinery or drives motorized equipment
C	Handling Objects	N	Exposure to bio-hazards
C	Manual dexterity	O	Working in normal office environment
O	Reach above/below shoulder	F	Working outside with various weather conditions
N	Using foot controls	N	Uses specialized equipment
	Other:		Other:



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## Attachment B

Complete for all positions

**Sensitive Position:** For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

<b>Consideration for designation as a sensitive position per HR Technical Letter 2017-17</b>		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? <b>Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

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10. Does the position influence or make decisions regarding the investment of <b>SDSU/CSU</b> funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

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## **Attachment C**

Complete for **MPP Positions Only**

### **Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs    2=Seldom Occurs    3=Sometimes Occurs    4=Occurs Often    5=Almost Always Occurs**

<b><u>Planning</u></b>		<b><u>Staffing</u></b>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<b><u>Organization</u></b>		<b><u>Employee Relations</u></b>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<b><u>Direction/Leadership/Supervision</u></b>		<b><u>Performance Evaluations</u></b>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<b><u>Organization</u></b>		<b><u>Other</u></b>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

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## Attachment D

Department Organization Chart

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**Instruction:** Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

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### San Diego State Athletics Water Polo

