1)	What	is the purpose of a position description?
		is a communication tool used to describe a specific position to include: Purpose of the position
		Main duties & responsibilities (including % of time allotted to those main duties) Qualifications needed
		Basic conditions of employment (to include physical demands & environmental working conditions, what type of supervision will be received and given, any special conditions such as licenses required)
	Ιt	is a communication tool used by:
		Administrative Offices – for organizational design, to share expectations & measure performance against those expectations
		Human Resources – as a basis for recruit ments, for classification studies to determine appropriate classification and salary
		Outside Agencies - I RUFRPSDULRQSWSRHDQGRUNUFRPSHQDWLRQLQTKULHV
		Incumbent - to have a clear understanding of the position and performance expectations

4)	Define the purpose of the position 2 Position Purpose. This section describes the overall purpose or
	basic primary function of the position. Basically, it tells the reason the position exists.

Write a brief statement or paragraph describing the broad purpose of the intended position



12) <u>Class</u>	Tication Review Requests:
	To be completed only with classification review requests made by either the employee or the
	administ rat or.
	Describe what has changed about the position. Complete this section when significant changes
	to a position have occurred.

40) Classification Davison Degreests

13) <u>Signatures:</u> Your signature denotes that this position description is an accurate statement of assigned duties. It is not an exhaustive statement of duties. Management has the right to add or FKDQHGWLHV\$DELQHWRIILFHUVVLQDWMHLVRQOUHTMUHGZWKFODVVLILFDWLRQUHYLHØHTMVW

☐ Please include an Organization Chart²this provides the classifier with information which shows

how the position fits into the larger department. \$DELQHWRIILFHUVVLQDWMHLVUHTMUHG

All CSU Bakersfield employees should have a completed Position Description in their personnel file. These should be updated on a cyclical basis approximately every 3 years. If you need assist ance or training on writing a Position Description, please contact Human Resources.