CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

CONFIDENTIAL EMPLOYEE POSITION DESCRIPTION

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| SECTION I - TO BE COMPLETED BY THE SUPERVISOR | | | | | | | | |
| Date: | Division: | | | | | Department: | | |
| Incumbent: | Classification/Salary Range: | | | | | Working Title:  Position Mgmt.: Position # | job code/grade | | |
| Supervisor’s Name: | | | | | Supervisor’s Classification:  Supervisors Title: | | | |
| New Position  Existing Position | | | Full-Time  Part-Time | | | | Non-Exempt  Exempt | |
| **PURPOSE OF THE POSITION:** | | | | | | | | |
| **RESPONSIBILITIES & DUTIES:** | | | | | | | | |
| **SUPERVISOR/OTHER WORK RELATIONSHIPS:** | | | | | | | | |
| **REQUIREMENTS OF POSITION:**  A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the 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 Revised July 21, 2017as a condition of employment. | | | | | | | | |
| SECTION II – SIGNATURES | | | | | | | | |
| Incumbent: | | Date: | | President’s Designee (ie: VP/Provost): | | | | Date: |
| Supervisor: | | Date: | | AVP Administrative Services & HRO: | | | | Date: |