CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

REPRESENTED POSITION DESCRIPTION

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| SECTION I - TO BE COMPLETED BY THE SUPERVISOR |
| Date:      | Division:       | Department:       |
| Incumbent:       | Classification/Salary Range:       | Working Title:       |
| 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:** As a condition of employment, this position may require a background check.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. |
| SECTION II – SIGNATURES |
| Incumbent: | Date: | President: | Date: |
| Supervisor: | Date: | AVP Human Resources: | Date: |