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: |