|  |  |
| --- | --- |
| sac_primary_bw.jpg | **Temporary Hire – Position Description Form**  *Casual Workers | Helper Aids | Special Consultants*  Office of Human Resources |

This description will be used as a basis for determining temporary employment type and will be maintained as an official record of the duties assigned to this position. The appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FOR HUMAN RESOURCES USE ONLY:** | **Temporary Hire** | | | |
| APPROVED APPOINTMENT TYPE | | APP. BY C&C | DATE | THIS COPY TO |
|  | |  |  | HR  EMP  SUP  C&C |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. POSITION INFORMATION** | | | | | | | |
| Employee: |  | | | | Department: |  | |
| Working Title: | |  | | | | |
|  | | | | | | |
| Name & Title of Dept. Chair/Work Lead (if any): | | | |  | | | |
| Name & Title of Appropriate Administrator: | | | |  | | | |
| Name of Dean/Manager (MPP): | | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2. APPOINTMENT TYPE BEING REQUESTED (Select One)** | | | | | | |
|  | | | | | | |
|  | **Special Consultant** |  | **Casual Worker** |  | **Helper Aid** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. SIGNATURES** | | | | |
| Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this 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 as a condition of employment. | | | | |
| Employee: |  | | Date: |  |
| Appropriate Administrator: |  | | Date: |  |
| Dean/Manager (MPP): | |  | Date: |  |

|  |
| --- |
| **4. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE** |
| List any knowledge, skills, abilities, and experience required to successfully perform the essential functions. |
|  |

|  |
| --- |
| **5. POSITION SUMMARY** |
| Provide a few short, specific statements, which outline the purpose of the job. |
|  |

|  |  |  |
| --- | --- | --- |
| **6. ESSENTIAL FUNCTIONS OF THE POSITION** | | |
| Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.  Essential Functions should total of 100% of Time. | | |
| % of Time | Frequency (daily, weekly, monthly, etc.) | Essential Functions Only (List in order of importance) |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7. ADA REQUIREMENTS – MUST BE COMPLETED** | | | | | | | | | | | |
| To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).  Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.” | | | | | | | | | | | |
| **PHYSICAL** | | | | **MENTAL** | | **ENVIRONMENTAL** | | | | | |
|  | Sit | | |  | Direct others |  | | Is exposed to excessive noise | | | |
|  | Stand | | |  | Concentrate |  | | Is around moving machinery | | | |
|  | Walk | | |  | Analyze |  | | Is exposed to marked changes | | | |
|  | Have mobility | | |  | Use reason/logic |  | | in temperature and/or humidity | | | |
|  | Bend | | |  | Demonstrate recall |  | | Is exposed to dust, fumes, gases, | | | |
|  | Climb | | |  | Make decisions |  | | radiation, microwave (circle) | | | |
|  | Reach | | |  | Works rapidly |  | | Drives motorized equipment | | | |
|  | Kneel | | |  | Handle multiple tasks/priorities |  | | Works in confined quarters | | | |
|  | Push/Pull | | |  | Tolerate variety |  | | Works in high places | | | |
|  | Have gross hand coordination | | |  | Work with others |  | | Other: | | |  |
|  | Have fine hand coordination | | |  | Other: |  | |  | |  | |
|  | Hear with background noise | | |  |  | |  |  | | | |
|  | Hear the spoken word | | |  |  | |  |  | | | |
|  | Hear over a phone/other device | | |  |  | |  |  | | | |
|  | See to read fine print | | |  |  | |  |  | | | |
|  | See to read bold print | | |  |  | |  |  | | | |
|  | See to accomplish a task | | |  |  | |  |  | | | |
|  | Talk | | |  |  | |  |  | | | |
|  | Communicate | | |  |  | |  |  | | | |
|  | Lift: | \_\_\_lbs. max | |  |  | |  |  | | | |
|  | Carry: | | \_\_\_lbs. max |  |  | |  |  | | | |
|  | Operate equipment | | |  |  | |  |  | | | |
|  | Perform keyboard entry | | |  |  | |  |  | | | |
|  | Other: | |  |  |  | |  | |  | | |