

**University of California, San Francisco  
MSP AND PSS JOB DESCRIPTION FORM  
(Formerly MAP and A&PS)**

APPROVED TITLE	EFFECTIVE DATE <small>(mm/dd/yyyy)</small>	TITLE CODE	GRADE	ER CODE
NAME		DEPARTMENT	PRESENT PAYROLL TITLE	% OF TIME
SUPERVISOR'S NAME & PAYROLL TITLE			DEPARTMENT HEAD'S NAME & TITLE	

**INSTRUCTIONS**

*Complete this job description as accurately as possible. The completed questionnaire will be reviewed by your supervisor and again by Human Resources. An organization chart **MUST** accompany this job description form.*

**SECTION I**

1) Summarize the purpose of this position in a brief statement.

2) Briefly describe the most important duties you perform in the normal course of your work. Describe them, in order of their importance, and indicate the average percent of time devoted to each duty over the course of the year.

% of Total Work Effort	Description of Duties



- 4) Please describe the type of guidance (instructions, policies, procedures, practices, precedences, etc.) you typically use to arrive at decisions.
  
  
  
  
  
  
  
  
  
  
- 5) How and by whom are goals and objectives set for your position?
  
  
  
  
  
  
  
  
  
  
- 6) How are most significant decisions or projects reviewed, for what purpose and by whom?
  
  
  
  
  
  
  
  
  
  
- 7) Please give examples of the type of authority vested in your position to commit the organization to a course of action or policy.
  
  
  
  
  
  
  
  
  
  
- 8) Describe the supervisory responsibility vested in your position. Include the number and titles of the positions reporting directly to you, as well as the number and titles of positions reporting indirectly to you.

9) To what degree are you directly responsible for the management of funds? Indicate the variety of funding sources under your control:

	# of Budgets	Current Year Amount
Appropriated Funds		
Private Contracts		
Private Grants		
Government Contracts		
Government Grants		
Recharge Operations		
Generated Income Funds (e.g.: professional fees, patient charges, etc.)		
Endowments		
Zero Budget Operations		
Other Sources		

10) Do you have responsibilities for equipment, facilities, space and/or materials in your position? If you have, please describe.

11) Please list examples of planning and policy-making activities for which you are directly responsible.

12) What are the likely consequences of an error resulting from actions or decisions that impact staff, financial resources, equipment, good will or facilities? Consider only those errors that have a high probability of occurring.

13) What are the key controls in your position that give you an indication or a warning signal when things are going wrong?

14) What contacts outside your department are required either personally, by correspondence, or by telephone?

<b><i>Organization Contacted</i></b>	<b><i>Purpose</i></b>	<b><i>How Often?</i></b>

CERTIFICATE OF EMPLOYEE: I certify that the aforementioned information is correct and complete, and describes my job, as I understand it.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

