### POSITION DESCRIPTION

**NAME** ______________________________  **DATE** ________________

**TITLE** _______________________________  **% TIME** ______________

**DEPARTMENT** _________________________  **LOCATION** __________

**CAMPUS ADDRESS** ____________________  **CAMPUS PHONE** ________

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To whom does this position report?

**Name**  
**Title**

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**RESPONSIBILITIES:**

**Primary Activities:**

Briefly describe the major activities for which this position is responsible. Do not list all individual tasks or steps that must be performed to accomplish the end results.

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<tr>
<th>MAJOR ACTIVITIES (WHAT THE POSITION DOES)</th>
<th>END RESULTS EXPECTED (WHY IT IS DONE)</th>
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BUDGET:

Operating Budget _________________   Capital Budget_____________________

FTE:

Describe, by classification or occupational grouping, the total number of full-time equivalent employees under your supervision or jurisdiction.

Total FTE Managed ______

a. Total Executives Managed ______

Title(s):       Grade(s):

b. Total MSP Managed ______

Title(s):       Grade(s):

1. Provide examples of the organizational complexity involved in the position, i.e., operational responsibility, UCSF responsibility, UC-wide responsibility.

2. Describe the nature, variety and complexity of the interpersonal communication required of this position.

3. Provide examples of the impact and consequence of decisions routinely made by this position.
4. Describe the specific knowledge and expertise required to perform work assigned to this position.

5. Provide an illustration of the variety and complexity of problems this position is routinely required to resolve.

Present a current organization chart showing reporting relationships, position titles, names of incumbents, salary grades, and FTE counts.

SIGNATURES:

Employee __________________________   Date ___________

Supervisor _________________________   Date ___________