

**POSITION DESCRIPTION**

**NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**% TIME** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**CAMPUS ADDRESS** \_\_\_\_\_

**CAMPUS PHONE** \_\_\_\_\_

**To whom does this position report?**

**Name**

**Title**

**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.**

<b>MAJOR ACTIVITIES (WHAT THE POSITION DOES)</b>	<b>END RESULTS EXPECTED (WHY IT IS DONE)</b>

**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.

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

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**SIGNATURES:**

**Employee** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_