

It is the practice of the California State University (CSU) that a position description is provided to Staff and Management Personnel Plan (MPP) employees upon initial hire and subsequently when there is a substantial change in the essential functions of the position. In the event this guideline conflicts with a collective bargaining agreement, the collective bargaining agreement shall be controlling.

A position descripti

How to Write Position Descriptions

You should take the following steps when creatin

- o Wrong: "Provide good customer service"
- o Right: "Meets agreed-upon deadlines for faculty members with established two-week deadline for submission"
- o Wrong: "Maintain acceptable interpersonal relationships"
- o Right: "Participate in sectional and cross-functional groups and teams and evaluated with a peer assessment quarterly or at the end of the project"

5. Constantly Update and Assess

In the spirit of continuous improvement and process review, position descriptions should constantly evolve based on emerging priorities or shifts in organizational and departmental needs.

Be sure to regularly assess and upd