

Revising Position Descriptions: Helpful Ideas and Information for Managers

Per HR Memorandum 2004-14 (<http://www.calstate.edu/HRAdm/pdf2004/HR2004-14.pdf>), it is the policy of the California State University (CSU) that campuses provide position descriptions to Management Personnel Plan (MPP) and staff employees **upon initial hire and subsequently when there is a substantial change in position duties and responsibilities**. California State University Fullerton is in compliance with this policy and additional bargaining unit agreement language regarding the provision of descriptions to employees as describe below. The following information and ideas are provided to assist with the process:

1. Use a Draft Position Description:

- Draft a Position Description:** A guide to writing position descriptions is available from the Human Resources (HR) Operations web page and at http://hr.fullerton.edu/Classification/PD_Guide.pdf
- Use the Informed Filler Form:** Update every section of the form as necessary, and be sure to briefly describe the changes in the “Significant Changes in From Previous Duties (If Applicable)” section at the bottom of page one of the form.
- Discuss with HR and Obtain Management Approval:** Send a draft position description (PD) to Maria Plimpton, Compensation Manager (mplimpton@fullerton.edu), and contact him (x2951) to discuss the potential position changes and effective dates. This should be done far enough in advance to allow for the following steps to be completed and to allow for proving the employee with a copy of the revised document in advance of the effective date if such notice is required as described below.
- Obtain Appropriate Divisional Management Approval:** Management approval of the position changes and appropriate signatures should be obtained on the revised form before it is provided to the employee and before the employee begins performing the work.

2. Plan in Advance to Meet Advanced Notice Requirement

- Notice Requirements:** Per the California State Employees’ Association (Units 2, 5,7, and 9) and Academic Professionals of California (Unit 4) agreements, “If a position description is to be altered, the employee shall be **provided with a copy of the altered position description** at least **seven (7) calendar days prior to its effective date.**”

3. Cover Memorandum/Verbal Notification/Discussion:

- Cover Memorandum:** A cover memorandum to the employee can be used to document the effective date further clarify or summarize any changes in the position. Please contact HR if you would like assistance with developing this cover memorandum. Also, please keep the required amount of time the employee must be provided with the PD, and any other written information that must be provided to the employee (ex. work schedule changes) prior to the effective date.
- Discuss the Changes:** Once the PD has been signed by appropriate management, discuss the changes with the employee, obtain the employee’s signature on the cover memorandum and PD, and provide copies of both to the employee.
- Send to HR:** Please send copies of the memorandum and PD to HR for placement in the personnel file.