|  | Job Description Template for Staff (non-students) |
| --- | --- |
| This is a template intended for Job Description drafting **only**. All proposed Career, Limited, Contract, and Per Diem job descriptions must be entered in the Job Builder system ([**https://universityofcalifornia.marketpayjobs.com**](https://universityofcalifornia.marketpayjobs.com/)) for review and approval by HR Compensation. |
| \* These fields are auto-filled in Job Builder based on the payroll title selected for the job description |
|  |  |
| Organization Details |
| Business Unit (Location): | SBCMP |
| Department Code: |  |
|  \* Department Name: |  |
| Division Name: | Select: |
| Department Profile (Specific Information about Department/Program): |  |
| Position Details |
|  \* Position ID: |  |
| Proposed Position ID: |  |
|  \* UC Payroll Title: |  |
|  \* UC Job Code: |  |
| Working/Business Title: |  |
| Classified Indicator Descr (Pers Prog): | Select: |
|  \* Salary Grade: |  |
|  \* FLSA Status: |  |
| FLSA Override: | ***Describe any need in Justification tab*** |
| Employee Class (Appt Type): | Select: |
| Rehired Retiree? |  |
| Union Code (Collective Bargaining Unit): | Select: |
| ERC (Empl Rels Code): | Select: |
| % of Time (i.e. 100, 75, 43.5, etc.): |  |
| Working Days and Hours: |  |
| Work Location (building, office, cubicle): |  |
| Eligible for Remote or Hybrid Work (yes or no)? | Select: |
| Type of Remote or Hybrid Work Arrangement: | Select: |
| SUPERVISION |
| Name of Supervisor: |  |
| Supervisor's Payroll Title: |  |
| Name of Department Head: |  |

| Names and Payroll Titles of Career Employees Directly Supervised |
| --- |
|  *Add or delete rows as necessary* |
| Name | Payroll Title | % of Time |
|  |  |  |
|  |  |  |
|  |  |  |

| Other Positions Directly Supervised (limiteds, contracts, and students) |
| --- |

| Indicate the approximate number of non-career employees supervised with payroll title, % of time, and employee class (i.e. 10-15 student assistants, 50% limited SRA 2, etc.). |
| --- |
|  |

| Level of Supervision Received |
| --- |

Choose the statement which best describes the level of independence for this position:

* **Close Supervision** — indicates that the incumbent is assigned duties according to specific procedures.Work is checked frequently, and in addition there may be formal training.
* **Supervision** — indicates that the incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor’s guidelines.
* **General Supervision** — indicates that the incumbent develops procedures for performance of variety of duties; or performs complex duties within established policy guidelines.
* **Direction** — indicates that the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.
* **General Direction** — indicates that the incumbent receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

| JOB SUMMARY |
| --- |
| **General Summary of Job Duties and Responsibilities**Resources for writing job descriptions can be found on the HR Compensation & Classification website at: https://www.hr.ucsb.edu/hr-units/compensation/job-description-basics |
|  |

| Essential Functions and Duties |
| --- |
| The % time for each job function must be entered in increments of 5% and must combine to a total of 100%, regardless of the overall appointment % of time. *Add or delete rows as necessary* |
| Order of Importance | Function | Duties | % TIME |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

| Non-Essential Duties |
| --- |
| Non-essential duties are a peripheral, incidental or minimal part of a job that if removed would not adversely affect the job. |
|  |

| Other Requirements - Applies to all Positions |
| --- |
| Performs other duties as assigned  |
| * This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the organization.
 |
| * Complies with all policies and standards
 |
| * Complies with all principles of community at the University of California, Santa Barbara. UCSB is a diverse community comprised of individuals having many perspectives and identities. We come from a multitude of backgrounds and experiences, with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value both our individual differences and our common ground. The UCSB Principles of Community embodies this commitment, and reflects the ideals we seek to uphold.
 |

| QUALIFICATIONS |
| --- |

| Education Requirements for this Position |
| --- |
| List the education requirements for this position. Refer to the CT Job Standards and/or Series Concepts for expected educational requirements for the payroll title. *Add or delete rows as necessary* |
| Education Level | Education Details | Required/Preferred | And/Or |
| Select |  | Select | Select |
| Select |  | Select | Select |
| Select |  | Select | Select |
| Select |  | Select | Select |

| Work Experience |
| --- |
| *Add or delete rows as necessary* |
| Experience | Experience Details | Required/Preferred | And/Or |
| Select |  | Select | Select |
| Select |  | Select | Select |
| Select |  | Select | Select |
| Select |  | Select | Select |
| Select |  | Select | Select |

| Knowledge, Skills and Abilities for this Position |
| --- |
| KSAs - This describes the set of Knowledge, Skills, and Abilities that an incumbent should have once *fully trained* in the position, not the minimum or preferred requirements for hire. Refer to the CT Job Standards and/or Series Concepts for expected educational requirements for the payroll title. *Add or delete rows as necessary* |
|  |
|  |
|  |
|  |
|  |

| Licenses and Certifications |  |  |  |
| --- | --- | --- | --- |
| List any Licenses and Certifications for the job. Refer to the CT Job Standards and/or Series Concepts for license and certification requirements for the payroll title. *Add or delete rows as necessary* |
| Licenses/Certifications | Time Frame | Required/ Preferred | And/Or |
|  | Select | Select | Select |
|  | Select | Select | Select |

| UC Core Competencies  |
| --- |
| The core competencies apply to all UC staff employees, regardless of location, level or role within the University. They are aligned with the mission, vision and values of the University and its locations.*UC Core Competencies are predefined and automatically included in all Job Descriptions.*  |

| Functional Competencies - Optional section |
| --- |
| Completing this optional section in Job Builder will generate suggested interview questions associated with these Functional Competencies, which can be rated on a 1-5 scale if desired. *The Functional Competency Chart with Novice-Expert level descriptions is available on the HR Compensation website at https://www.hr.ucsb.edu/hr-units/compensation/oacis* |

| Physical Requirements |
| --- |
| The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  |
| Physical Requirements | Never0 Hours | OccasionalUp to 3 Hours | Frequent3 to 6 Hours | Continuous6 to 8+ Hours | Is Essential |
| Standing |  |  |  |  | *
 |
| Walking |  |  |  |  | *
 |
| Sitting |  |  |  |  | *
 |
| Bending |  |  |  |  | *
 |
| Squatting |  |  |  |  | *
 |
| Kneeling |  |  |  |  | *
 |
| Crawling |  |  |  |  | *
 |
| Body positions other |  |  |  |  | *
 |
| Climbing stairs |  |  |  |  | *
 |
| Climbing ladders |  |  |  |  | *
 |
| Climbing other |  |  |  |  | *
 |
| Waist twisting |  |  |  |  | *
 |
| Repetitive hand/arm use |  |  |  |  | *
 |
| Fine finger manipulation |  |  |  |  | *
 |
| Simple grasp |  |  |  |  | *
 |
| Power grasp |  |  |  |  | *
 |
| Gross manipulation |  |  |  |  | *
 |
| Lifting below waist 0-20 lbs |  |  |  |  | *
 |
| Lifting below waist 21-30 lbs |  |  |  |  | *
 |
| Lifting below waist 31-60 lbs |  |  |  |  | *
 |
| Lifting below waist over 60 lbs |  |  |  |  | *
 |
| Lifting above waist 0-20 lbs |  |  |  |  | *
 |
| Lifting above waist 21-30 lbs |  |  |  |  | *
 |
| Lifting above waist 31-60 lbs |  |  |  |  | *
 |
| Lifting above waist over 60 lbs |  |  |  |  | *
 |
| Reaching shoulder height |  |  |  |  | *
 |
| Reaching overhead |  |  |  |  | *
 |
| Reaching below shoulder height |  |  |  |  | *
 |
| Carrying 0-20 lbs |  |  |  |  | *
 |
| Carrying 21-30 lbs |  |  |  |  | *
 |
| Carrying 31-60 lbs |  |  |  |  | *
 |
| Carrying over 60 lbs |  |  |  |  | *
 |
| Pushing 0-20 lbs |  |  |  |  | *
 |
| Pushing 21-30 lbs |  |  |  |  | *
 |
| Pushing 31-60 lbs |  |  |  |  | *
 |
| Pushing over 60 lbs |  |  |  |  | *
 |
| Pulling 0-10 lbs |  |  |  |  | *
 |
| Pulling 11-25 lbs |  |  |  |  | *
 |
| Pulling 26-50 lbs |  |  |  |  | *
 |
| Pulling 51-75 lbs |  |  |  |  | *
 |
| Pulling over 75 lbs |  |  |  |  | *
 |

| Environmental Requirements |
| --- |
| The environmental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. |
| Exposures | Never0 Hours | OccasionalUp to 3 Hours | Frequent3 to 6 Hours | Continuous6 to 8+ Hours | Is Essential |
| Background noise |  |  | *
 | *
 | *
 |
| Chemicals or toxic substances |  |  | *
 | *
 | *
 |
| Combative patients |  |  | *
 | *
 | *
 |
| Dim or bright lighting |  |  | *
 | *
 | *
 |
| Dust, fumes or gasses |  |  | *
 | *
 | *
 |
| Latex |  |  | *
 | *
 | *
 |
| Loud noise |  |  | *
 | *
 | *
 |
| Marked changes in humidity |  |  | *
 | *
 | *
 |
| Marked changes in temperature |  |  | *
 | *
 | *
 |
| Microwave |  |  | *
 | *
 | *
 |
| Moving machinery |  |  | *
 | *
 | *
 |
| Radiation |  |  | *
 | *
 | *
 |
| Works in confined quarters |  |  | *
 | *
 | *
 |
| Exposures other |  |  | *
 | *
 | *
 |
| Ability to differentiate color |  |  | *
 | *
 | *
 |
| Operating motor vehicles: Running, maneuvering, navigating, or driving vehicles such as passenger vehicles, trucks, vans, aircraft, or water craft. |  |  | *
 | *
 | *
 |
| Operating motorized equipment: Running, maneuvering, navigating, or driving mechanized equipment such as lawn mowers, forklifts, tractors, or earth moving equipment. |  |  | *
 | *
 | *
 |
| Use of protective equipment |  |  | *
 | *
 | *
 |
| Miscellaneous other |  |  | *
 | *
 | *
 |

| Blood/Fluid Exposure Risk |
| --- |
| The exposure described here is what can be expected of an employee in performing the essential functions of this job. |
| * Category 1: Tasks involve exposure to blood, fluids or tissue.
* Category 2: Usual tasks do not involve exposure to blood, fluids or tissues but job may require performing unplanned Category 1 tasks.
* Category 3: Tasks involve no exposure to blood, body fluids or tissues. Category 1 tasks are not a condition of employment.
 |

| Mental Requirements |
| --- |
| The mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. |
| Exposures | Never0 Hours | OccasionalUp to 3 Hours | Frequent3 to 6 Hours | Continuous6 to 8+ Hours | Is Essential |
| Oral communication  |  |  |  |  | *
 |
| Perform calculations  |  |  |  |  | *
 |
| Read/Comprehend  |  |  |  |  | *
 |
| Reason and analyze  |  |  |  |  | *
 |
| Write  |  |  |  |  | *
 |
| Mental demands other  |  |  |  |  | *
 |

|  |
| --- |
| SPECIAL CONDITIONS OF EMPLOYMENT AND REPORTING REQUIREMENTS |

| Essential Elements of Critical Positions |
| --- |
| Some positions are defined as “critical” and require a background check. Please check all of the boxes that apply below. For more information on critical positions and background checks, type in “background checks” on the HR website at hr.ucsb.edu. |
| * Master key access to University-owned residence and/or other facilities
* Direct responsibility for the care, safety and security of humans or animals; or the safety and security of personal or University property
* Direct access to, or responsibility for, cash and cash equivalents or University property disbursements or receipts
* Direct access to, or responsibility for, controlled substances or hazardous materials
* Extensive authority for committing the financial resources of the University
* Responsibility for operating commercial vehicles, machinery or toxic systems that could cause accidental death, injury or health problems
* A requirement for a professional license, certification or degree, the absence of which would expose the University to legal liability and/or adverse public reaction
* Direct access to, and/or responsibility for, information affecting national security
* Direct access to, and/or responsibility for, protected, personal, or other sensitive data
* N/A
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| Reporting and Background Check Requirements |
| --- |
| * Criminal history check (U02): Satisfactory completion of a criminal history background check
* CANRA (U13): Mandated Child Abuse Reporter
* Clery Act (U15): Campus Security Authority
* Credentials Verification (U06): For clinical practitioner
* Driver’s License (U08): Must maintain valid CA DL, a clean DMV record and enrollment in DMV Pull-Notice Program
* Works in patient care environment
* N/A
 |
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| Special Training Requirements |
| --- |
| Some positions require SPECIAL TRAINING in addition to the mandatory training requirements that apply to all positions. Please check all of the special training boxes that apply below. |
| * F: Form 700 Filers (statement of economic interest). Applies to employees who make or influence governmental decisions and ensures no conflict of interest for designated officials.
* G: Ethics and compliance briefing specifically for researchers.
* L: Clery Act (Campus Security Authority). Applies to employees responsible for campus security, individuals to which students and employees should report criminal offenses, or employees with significant responsibility for student and campus activities.
* M: CANRA Mandated Reporting. Applies to Mandated Reporters who are individuals whose duties bring them into contact with children regularly or who supervise staff whose duties bring them into contact with children regularly.
* R: NSF RCR. Applies to all undergraduate students, graduate students, postdoctoral researchers, faculty, and other senior personnel on research projects supported by National Science Foundation awards.
* S: Sexual Harassment Training for non-HEERA supervisors. Applies to employees who supervise less than 2.0 career FTE and/or only supervise other non-career employees in student, limited or contract appointments. If an employee has an ERC of A,B,C, or D, you do NOT need to check this box.
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| If there are special conditions identified as required on the CT job standards, they'll be listed here. Otherwise you may identify any "other" special conditions that you require of this position in the "Other Special Conditions" box below. |
| --- |
| Other Special Conditions of Employment |
| Enter other special conditions of employment that apply to this position: |
|  |

**Job Builder position description fields which are not shown on the Job Description but must be completed on all new career Job Descriptions and Reclass actions**

|  |
| --- |
| Classification Factors |

This section is required for new career job descriptions and reclassifications only.

| Freedom To Act |
| --- |
| Select a statement that describes the level of independence for this position. |
| * Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.
 |
| * Work is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.
 |
| * Work is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met.
 |
| * Work is accomplished without considerable direction. Exercises judgment in selecting methods, techniques, and evaluation criteria in obtaining results. Exerts significant latitude in determining objectives of assignment. Takes calculated risks with consultation from the expert.
 |
| * Works with minimal direction toward predetermined long-range goals. Acts independently to determine methods and procedures on new or special assignments. Determines and pursues courses of action essential in obtaining desired results. Takes calculated risks.
 |

| Problem Complexity and Problem Solving Timeframes |
| --- |
| Select a statement to describe how clearly a problem is defined when presented and how much additional effort is required to understand the nature of the problem. Additionally reflects typical timeframes associated with resolving problems encountered in the role. |
| * Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications, or routines. Problem/Task resolution timeframe: The majority of the tasks typically take one to two days to resolve.
 |
| * Provides resolution to an assortment of problems that are typically well defined, but some clarification or judgment is required to determine action, as additional information about the problem/task is discovered. Uses judgment within defined practices/procedures to determine appropriate action. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but the majority of tasks take up to several weeks to resolve.
 |
| * Provides resolution to a diverse range of recognizable complex problems. Analysis is required to identify root cause. Uses judgment within defined boundaries to develop alternate solutions, both long and short term. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically the majority of tasks take three to six months to resolve.
 |
| * Works on complex issues where analysis of situations or data requires in-depth evaluation of variable factors. Constructs and may pursue alternative paths towards a solution. Exercises judgment in selecting method, techniques and evaluation criteria for obtaining results consistent with broadly defined policies and practices. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically six to twelve months or more to resolve.
 |
| * Works on significant and unique issues where analysis of situations or data requires an evaluation of intangibles. Aware and responds to changing and interconnected variables. Exercises independent judgment in methods, techniques and evaluation criteria for obtaining results. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically twelve months or more to resolve.
 |

| Impact |
| --- |
| Select a statement that describes the impact to the organization of contributions, decisions, recommendations or actions taken by the incumbent. |
| * Failure to accomplish results can normally be overcome without significant effect on the organization.
 |
| * Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and/or achieve goals.
 |
| * Failure to obtain results or erroneous judgments or recommendations would normally have serious results and may require substantial expenditure of resources to correct and/or achieve goals.
 |
| * Erroneous decisions or recommendations would normally result in the inability to reach crucial organizational objectives and may have prolonged effect, as well as result in the expenditure of substantial resources.
 |
| * Erroneous decisions or recommendations would normally result in failure to reach goals crucial to significant organizational objectives and would profoundly affect the image of the organization.
 |

| Contact with Others |
| --- |
| Select a statement that describes the level, structure (internal and/or external) and nature of interface the role processes. |
| * Contacts are primarily with direct supervisor and others in group or department to give and receive information.
 |
| * Contacts are primarily within the department or function with occasional cross-functional interfaces. Some limited external customer contact on routine matters.
 |
| * Contacts are frequently inter-organizational and outside customer/vendor interactions. Part of a team who represents the organization. Monitors activities and communicates information across the organization.
 |
| * Represents the organization as the primary contact. Interacts with management and senior value-chain partners on matters requiring coordination across organizational lines. Achievement of objectives requires the ability to influence others both internally and potentially externally.
 |
| * Acts as prime consultant on significant tasks that affect the organization’s long-term goals and objectives. Interacts with senior management and stakeholders both internally and externally on matters requiring coordination and decision-making across organizational lines.
 |

| Financial Responsibilities |
| --- |
| Complete this section if the position has any financial responsibility. |

| Financial Controls |
| --- |
| * This position has responsibility for setting up and maintaining financial control systems and standards for the department.
 |
| * This position has authority to approve small, moderate, or significant financial expenses.
 |
| * This position has authority to delegate staff roles and responsibilities in campus business and financial systems.
 |

| Budgetary Responsibilities (previous fiscal year) |
| --- |
| Complete this section if the position is responsible for overseeing or managing the day-to-day financial operations of a unit, department, or division. |
| Financial Category | Scope of Budgetary Responsibility | Approximate Annual Value | Other Information and Comments |
| * Total Permanent Operating Budget
 |  |  |  |
| * Total Annual Expenditures
 |  |  |  |
| * Recharge and Income Revenue
 |  |  |  |
| * Gift and Endowment Income
 |  |  |  |
| * Contract and Grant Funds Awarded
 |  |  |  |
| * Special Program Funding
 |  |  |  |
| * Faculty Start-Up Funding
 |  |  |  |
| * Other (please explain)
 |  |  |  |

| Contracts and Grants |
| --- |
| Complete this section if the position is responsible for overseeing or administering Contracts and Grants. |
| Type of Responsibility | Approximate Number | Approximate Annual Value | Other Information and Comments (i.e. Granting Agency name, complexity of grant) |
| * Proposals Prepared and Submitted
 |  |  |  |
| * Grants Awarded (Post-Award Admin: Set up, Manage, Close-out)
 |  |  |  |