



SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

Step by Step Instructions for Completing the Position Description Template for a New Position

Position Title – Input position title.

Job Classification – Check appropriate box.

Range – Input range from Salary Schedule on website.

Hours per Day – Input daily hours for the position.

Hours per Week – Input weekly hours for the position.

Months per Year - Input how many months per year the position will be held.

Reports To - Input the person or persons that the staff member reports to. Recommended to add the words “or designee” in case of future reorganization and/or title changes.

Description of Basic Functions and Responsibilities – Describe the functions and responsibilities for the position. Looking at other similar position descriptions on the website can be helpful.

Typical Duties – Essential Functions – List the essential functions for the position. Looking at other similar position descriptions on the website can be helpful. Essential functions are not limited; you may have more or less than three.

Typical Duties – Marginal Functions - List as many of the marginal functions for the position as possible. Looking at other similar position descriptions on the website can be helpful. Marginal functions are not limited; you may have more or less than three.

Page 2 – Top of Page – Position Title – Input the position title in the heading on the top left hand side of the page.

Employment Standards – Knowledge of – List the topics that the ideal candidate for this position should be knowledgeable/have an understanding of, such as accounting, proper English, basic office skills, etc. Looking at other similar position descriptions on the website can be helpful. Knowledge requirements are not limited; you may have more or less than three.

Employment Standards – Ability to – List the skills that the ideal candidate for this position needs to possess, such as typing 60 words per minute, or has the ability to learn. Looking at other similar position descriptions on the website can be helpful. Ability requirements are not limited; you may have more or less than three.

Qualification – Education Required – List all educational requirements for the position. Looking at other similar position descriptions on the website can be helpful. Education requirements are not limited; you may have more or less than two. For Faculty and Administrators, please refer the “Minimum Qualifications for Faculty and Administrators in California Community College’s” current handbook published by the Chancellor’s

Office of California Community Colleges. The link to the handbook is available on the Human Resources website or can be found on the Chancellor's office website.

Qualification – Experience Required – List all experience required for the position. Looking at other similar position descriptions on the website can be helpful. Experience requirements are not limited; you may have more or less than two.

Other Required or Preferred Qualifications – List all other education and/or experience desired for the position. Looking at other similar position descriptions on the website can be helpful. Other qualifications are not limited; you may have more or less than two.

Leave Approvals blank.

After completing the template, please follow the procedure for updating or creating position descriptions located on the Shasta College website under Human Resources and Position Descriptions. (Position Description Update (or New) Process for Administrators/Managers/Supervisors).

If you have any questions about the template, or the position description process, please do not hesitate to contact your Human Resources Office.