

# JOB DESCRIPTION TEMPLATE

## I. Instructions for Completing the Job Description Template

1. Please use this template for all **newly written** job descriptions (including MSP), both new positions and reclassification requests.
2. Please include information on all of the following factors that pertain to this position:
  - I. Organization Summary
  - II. Position Summary--**purpose** of the position
  - III. The **Classification Factors** of:
    1. **Independence** with which it works
    2. **Scope and impact** of the position within the organization
    3. **Problem-solving and decision-making** required
  - IV. **Major functions** of the position (including “essential functions” according to ADA requirements)
  - V. **Skills, abilities and knowledge** required to perform the work
  - VI. **Supervisory** responsibilities

\*If a factor does not apply, please indicate “Not applicable.”

3. In completing the sections that follow, please provide sufficient detail to respond to the questions. The format is not intended to limit the information you provide, though we encourage brevity in general and ask that “Major Functions” be limited to no more than two pages.
4. The template incorporates the MSP factors of accountability (scope and impact, decision-making), knowledge, complexity, and innovation (both in problem-solving and decision-making). As a result the template may be used for MSP positions; no additional form is required.
5. For positions proposed for IT titles (Computer Resource Specialists and higher), please complete the IT addendum as well as this template (you no longer need to complete the IT Questionnaire; the template and the IT addendum replace it).
6. For professional research support positions, please complete the Staff Research Associate Questionnaire in lieu of this form.
7. Please be sure to complete a Physical/Environmental/Mental Demands (PEM) Form.
8. Once the template is completed and you are ready to submit it, you may delete certain noted instructions, explanatory material, and examples shown in italics to provide a more concise document.

## II. Instructions for Submitting a Reclassification Request or Classifying a New Position

1. Please submit either the Job Description Template or the Job Description Form (if there is already a written job description). Positions submitted for reclassification should also include the Request for Classification Review form.
2. Include the department level organization chart and the unit which the position is part of. It should be sufficiently detailed to reflect departmental structure and the position's relationship in the current organization. **Please make sure the position is clearly marked.** Show the names of employees in the unit, their payroll titles, and their functional titles. If necessary, use one organizational chart for the people and an overlay for the functions.

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Approved Title			Effective Date	
Title Code	ER Code	FLSA Code	Initials:	Date:

(This section to be completed by OHR after final review)

**Employee’s Name:**

(as it appears in HRMS)

**Supervisor’s Name: Rosemary A. Joyce**

**Supervisor’s Title: Chair, Department of Anthropology**

**Supervisor’s Phone No. & Email Address: 643-7241, anthro\_chair@berkeley.edu**

**Department: Anthropology**

**Control Unit: EVCP**

### I. Organization Summary

Please give a brief description (paragraph) of the **organization (department)** in which the position resides.

The Department of Anthropology is a department within the College of Letters and Science. The department includes 28 faculty, 10 career staff, approximately 10 temporary instructors, 15-25 visiting scholars and post-docs, approximately 75 student employees and a limited number of other casual employees, including computer programming staff, staff research associates and clerical assistants. Visiting instructors and scholars include lecturers, visiting professors, and post-doctoral fellows conducting research projects. Student employees include Graduate Student Instructors, Acting Instructors – Graduate Student, Graduate Student Researchers, Readers, Tutors and various non-academic student employees, including many hired under the Work Study Program. The department has approximately 160 graduate students and 800 undergraduate majors. The Department offers an MA in Folklore or a PhD in Anthropology, with specialty subfields.

The department is organized into two "houses" - Socio-Cultural and Archaeology - and is additionally responsible for providing administrative support to the Foster Library and for shared responsibilities with the Archaeology Research Faculty (ARF), where many of the Archaeology faculty have offices and laboratories.

Within the Socio-Cultural House there are additionally 2 unique programs:

- 1) The Folklore Program, which offers an MA degree, provides a separate teaching program and maintains the Folklore Archives of over 500,000 collected items;
- 2) The Medical-Anthropology program, which offers a PhD degree, is a joint program with UCSF, offering courses specific to this program, some of which include a community-based practicum.

Within the Archaeology House, there are 10 scientific (wet ) laboratories, undergraduate teaching laboratories and the technology laboratory at MACTiA. In addition, there are a number of field schools and research sites in which the department maintains facilities, equipment and supplies, including locations in Northern California, New Mexico, Baja California, Turkey, France, Yugoslavia, Bolivia, Honduras, Japan and Micronesia/Pacific Islands, among others.

MACTiA (The Multimedia Authoring Center for Teaching in Anthropology) develops teaching and presentation materials for the study of anthropology and teaches students techniques to develop and deliver these presentations. Courses offered by MACTiA also include a community-based public service component, typically student teaching projects located at local secondary schools.

The department’s teaching program is quite large, serving approximately 6,000 students during the Fall, Spring and Summer terms. The department also has a large summer session program, offering 12-15

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courses each year, including field schools offered by the Archaeology House faculty. The department's curriculum includes lectures, discussion sections, laboratory sections, seminars, field schools, community-based public service programs and practica.

The department's administrative staff additionally provides budget and financial support for the Foster Anthropology Library, assistance with maintenance and security issues and coordinates with the Library Director regarding acquisitions and displays within the Library. Often joint special events are held as well.

With regard to ARF, the department's administrative staff coordinates support services for faculty, staff and graduate students housed at ARF, managing shared office and laboratory space, equipment and other resources. The department additionally maintains a close working relationship with the Phoebe A. Hearst Museum of Anthropology and often collaborates on special museum displays and events.

The department's annual operating budget is approximately \$8 Million. This amount increases each year due to the award of new research contracts and subawards, particularly from NSF and NIH, which are often awarded jointly with other departments, other campuses and at times, off-campus organizations, and often add several hundred thousand dollars to the budget over a multi-year award period. The combined corpus of the department's 12 endowments total approximately \$12 million. These endowments are used primarily to support the research of the faculty and provide graduate student support. However, two of them are committed exclusively to the Folklore Program and two, including the department's largest, at nearly \$5 Million, is restricted to support for the Linguistic Anthropology subfield.

## II. Purpose of the Position

Please give a brief description of the overall purpose of the position. Tell "Why does this position exist?"

The MSO has overall administrative oversight responsibility for all operational, financial, student services and staffing matters in a complex organization. This position is responsible for performing the highest level of administrative and policy analysis on a broad range of issues for the Chair. The MSO is expected to fully analyze issues and problems, gather data and information, create, find, and evaluate alternative solutions, and make final recommendations to the Chair.

The MSO is responsible for ensuring the equitable distribution of resources within the houses and programs in the department; for planning, implementing and monitoring the teaching program and its budget; for the provision of student services; for the oversight of health, safety and security for employees and facilities, including OSHA, EH&S and other regulatory requirements in the laboratories; for the effective oversight of purchasing, inventory management, maintenance of facilities, equipment and other resources in department space on campus, at field schools and research sites located throughout the US as well as in other, generally remote, locations throughout the world; for support logistics, such as transportation of staff, equipment, supplies and collected materials to and from these locations, with assurance of security and time sensitivity.

The MSO is responsible for re-organizing the department's administration to accommodate increasing responsibilities delegated from central campus units; growth of programmatic, teaching, research, student services and public service components in the department; increases to both the undergraduate and graduate student populations; the effective and efficient management of space in 5 buildings, 3 of which are involved in upcoming seismic projects and/or major capital projects; and for developing, maintaining, and managing the summer sessions for the department.

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## III. Classification Factors

### 1. Independence/Supervision received:

Check the **type** of supervision received that best fits the position, then describe supervision received in more detail below:

- Close Supervision:** Work is reviewed at several steps along the way for accuracy. (Generally pertains to entry level or trainee positions.)
- Supervision:** Incumbent performs standard and routine assignments independently to conclusion; unusual problems which may require exceptions to procedures or processes are referred to the supervisor. (Generally applies to “journey level” worker able to work independently.)
- General Supervision:** Incumbent develops procedures for performance of a variety of duties or performs complex duties within established policy guidelines; responsible for a defined set of assignments, e.g., all financial activities for the department; is expected to determine and create necessary procedures to set priorities and meet specific goals and objectives of the function or unit. (Typically pertains to advanced/operational, senior professional, unit supervisor)
- Direction:** Establishes procedures for attaining specific goals and objectives in a broad area of work. Only final results are reviewed. (Typically applies to a manager or expert/top level professional.)
- General Direction:** Receives guidance in terms of broad goals and overall objectives and establishes 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.

Additional information on “Independence/Supervision Received”

ii. From whom does the incumbent receive work assignments (name and title)?

Professor Rosemary A. Joyce, Department Chair  
Dean Jon Gjerde, Social Science Division, College of Letters and Science  
Chairs of Department Committees (e.g., Executive Committee, Curriculum Committee)

### 2. Scope and Impact

*NOTE: These instructional paragraphs may be deleted upon submission of the completed description.*

*Scope applies to the organizational extent or range of operation of a position’s primary responsibilities, i.e., ranging from that of a department, addressing daily problems, to a position with campus or University wide scope, where many segments of the University are affected by the actions of an individual position.*

*Impact refers to the effect of the position’s actions on the organization, i.e., how people do business and what they do. A payroll assistant in an academic department or in the Payroll Department may be responsible for resolving individual problems for members of the department. An accountant within either department will have an impact on how several payroll assistants process payroll actions that affect numerous departments and/or individuals.*

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- i. What **scope** or organizational breadth does the position have? Department? College? Division? Control Unit? Campus? Who are the primary constituency(ies) or client group(s) served?

The MSO, along with the Chair of the department, sets policy for the department - especially with regard to the department's finances, its administrative policies, and its teaching, research, student services and public service mission. This includes lead responsibilities for allocation and management of joint projects (such as those found in Medical Anthropology and a variety of research sub-contracts) with organizations both on and off campus (e.g., UCSF, SF Presidio, Molecular Sciences Institute (MSI)). In this role, the MSO provides oversight to staff in these other units to ensure effective implementation of objectives (e.g., appointment of staff, post-docs and volunteers, purchasing of equipment and supplies), adherence to applicable policies and procedures, compliance with contract and regulations and coordination of both pre- and post- award activities. The MSO coordinates with partner organizations, including SPO, Audit and Advisory Services Office, EMFA, Central Purchasing, Disbursements, APO, HR, L&S Dean's Office, EH&S, Capital Projects, Space Management, Physical Plant Services and other campus departments and recharge units to clarify objectives, policies and procedures and to resolve a variety of problems.

The MSO is responsible for oversight of facilities in 5 shared buildings on campus and is responsible for ensuring constructive relationships and attainment of objectives with other units in each facility. Three of these buildings are currently involved in two seismic upgrade projects, both in the pre-planning phase. The MSO is responsible for staying abreast of developments within each of these projects, participating in the planning process and advocacy for the department, in order to anticipate and mitigate disruptions to department activities.

- ii. What **impact** does the position have on the recipients of the position's products and services?

*NOTE: These instructional paragraphs may be deleted upon submission of the completed description.*

*What are the consequences of actions taken by this position for or on that group(s)? (e.g., Provides administrative support to department professionals? Provides procedural guidelines to campus departments? Manages major software projects critical to achieving campus computing goals?)*

The MSO has a large impact on the functioning of one of the top-ranked Anthropology departments in the United States: a department which houses both one of the world's foremost Folklore programs and a Medical Anthropology program that is on the leading edge of this new field; and the only Anthropology department in the Western US to have the resources of both an affiliated library and museum. To maintain the excellence of the department's teaching, research and public service mission, it is important to have an MSO who ensures that these functions are carried out smoothly and efficiently and can make policy with regard to departmental goals. Any error or oversight can have large and immediate consequences for the students, faculty, and staff. Additionally, the programs that the MSO oversees have a campus wide impact in that they involve other units and, furthermore, have an impact well-beyond the campus, to such outside organizations as UCSF, SF Presidio, MSI and other organizations participating in jointly-sponsored courses and research projects.

The MSO has responsibility for ensuring that personnel involved in off-campus public service activities and research in the various field schools and research sites are properly affiliated with the university and/or appointed, in accordance with policy, so that insurance, human subjects protections and other requirements are in place. With specific regard to the oversight responsibilities for the archaeology field schools and research sites, the MSO's impact expands into the international arena, involving international travel, payment to foreign researchers and other workers, transport of collections, security and inventory control for UC-owned resources in foreign locations and compliance with import regulations (e.g., USDA permits for the importation of plant materials and soil samples).

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### 3. Problem-solving and Decision-making:

- i. Please provide examples of three **common** or **typical** problems the incumbent is called on to resolve.

1. Ensures that policy for Non-Senate Faculty (Unit 18 Lecturers) and Student Instructional staff (UAW employees) is applied consistently, in accordance with the provisions of each contract and without undermining the teaching mission of the department.

2. Ensures that department facilities are effectively managed: that office space is equitably distributed; that maintenance issues are effectively and quickly addressed and that safety concerns are minimized.

3. Ensures that the teaching schedule for all terms (Fall, Spring and Summer) is consistent with department needs: that there is equitable distribution of the teaching budget, that there is a balance in course offerings, that enrollments are maximized to the extent that they can be without sacrificing academic quality and, for the summer courses, that income to the department is maximized.

- ii. Please provide an example of the **most unusual or complex** problems (relative to i. above) that the incumbent is called on to solve.

1. In the context of a shrinking administrative budget, re-organizing staff responsibilities to absorb newly decentralized administrative duties and ensure that staff is trained in new or expanded areas of responsibility.

2. Partner with an off-campus organization (MSI) to establish a retro-active subaward of two extremely complex federal research contracts (National Science Foundation (NSF) and Defense Advanced Research Projects Agency (DARPA)).

3. Creating an administrative infrastructure to manage, track and forecast financial resources such as endowments (corpus growth, earnings, allocations, expenditures, available balances), multi-year graduate student support packages, faculty start-up and retention agreements, funds owed to/by the department, faculty and staff salary budgets, space utilization databases, course and teaching history databases, etc.

- iii. Give examples of problems/situations that are referred to this position's supervisor.

The MSO only refers matters related to instructional staff in the department which are performance-related and appropriately referred to the department chair in his/her role as supervisor of the faculty or for which all attempts at resolution have failed to produce the desired results. Examples might include faculty who refuse to submit required materials (e.g., requests for leave, committee reports, materials needed for a tenure review); harassment complaints or other grievances from students; resolution of disputes between individual faculty members; and the failure of a department committee to take timely action or make timely decisions).

- iv. Describe the position's role, if any, in planning the programs, functions, activities, and processes of the organizational unit to achieve unit goals and objectives.

*Does it have primary responsibility for planning the programs, functions, and activities of the unit? Or does it provide input to managers and supervisors? Does it have primary responsibility or provide input into how work should be performed, what methods to use, how or whether they should be revised?*

The MSO has primary responsibility for the administrative functions and programmatic activities of the department. The MSO oversees the activities and decision-making processes of several faculty committees, providing policy and procedural guidance; analysis of historical data, trends and financial resources; and ensuring that the committees' complete their decision-making processes in a clear and timely fashion and that those decisions are implemented by the appropriate administrative staff. The MSO decides how the work should be performed, who is best able to do so, and how methods and operations within the department should be revised.

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### IV. Major Functions:

*NOTE: These instructional paragraphs may be deleted upon submission of the completed description.*

*List the major duties and responsibilities of this position, in order of importance. Be brief but include all important duties. Start each functional statement with an action verb. You don't need to use full sentences. Please provide examples (brief ones, please), if they will help illustrate the complexity of the work. Include the nature or kind of the work performed, the variety (limited and narrow? or diverse and wide-ranging?) and the degree of difficulty (routine? or very unusual and complex?) Indicate the total percentage of time spent in a typical work cycle (day, week, month, year) rounded to the nearest 5% for each area of responsibility (total should not exceed 100%).*

List the major duties and responsibilities of this position, in order of importance. Be brief but include all important duties. Indicate the total percentage of time spent in a typical work cycle (day, week, month, year) rounded to the nearest 5% for each area of responsibility (total should not exceed 100%).

**All “essential functions” (under the ADA) should be listed and indicated with an asterisk (\*).**

**This section should be no more than one to two pages.**

Percent of Time	Major Functions ( “Essential functions” (under the ADA) should be indicated with an asterisk (*).)
30%	Instructional Planning and Administration - Develops, implements and manages the department's fall, spring and summer teaching program. Oversee all aspects of student services functions at both the graduate and undergraduate levels. This includes graduate admissions, student financial support and commencement. Develops computer-based systems for efficiently tracking course history information and for tracking constant changes to the teaching budget. Collaborates with the Curriculum Committee, department Chair and other members of the faculty to complete the plans for the instructional program, including the budgets required to implement it, by the deadlines established by the Registrar, the College of Letters and Science, Graduate Division, the Academic Senate and Summer Sessions. Oversees the administration of teaching and research laboratories, public service and practicum components of classes; oversees logistics for field schools.
30%	Financial Management - Designs and implements a strategic long-range plan to ensure the financial health of the department's endowments and ensures that the department's financial needs for the foreseeable future are secure. Overall responsibility for managing the department's annual budget of approximately \$8 million, including the available assets and future commitments of 9 major endowments, with a combined corpus of approximately \$12 million (Dundes, Foster, Diebold-Linguistics, Diebold-Graduate Student Fellowship, Library, Davis, Linguistic Anthropology, Lowie, Davis), restricted contracts and grants (both governmental and private), internal research awards (eg. Dissertation Support grants, COR grants, URAP and Haas Mentoring Grants) and multiply-funded instructional development, working group and symposia grants.
25%	Operations Management - Establishes policy and procedures for the use of computer technology and facilities and the provision of technical support for the faculty, staff, students, classes, laboratories, special lectures and events. Manages building-related issues for department-assigned and shared space at Kroeber Hall, ARF, 2241 College, 2224 Piedmont, Hearst Gym and UC Printing (storage). Plans for the most efficient use of departmental space. Oversees seismic planning activities to ensure that the needs of the department are given proper attention by campus administration and that the department research, teaching and public service activities are minimally disrupted by seismic-related activities. Ensures that the laboratories are safe and secured, that the annual self-inspections are conducted in a thorough and timely manner; that the department is in compliance with all OSHA, EH&S and other regulatory requirements; and that code or regulatory infractions, equipment maintenance,



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- Plan and assign work?
- Hire new employees?
- Recommend reclassifications and salary increases?
- Conduct performance evaluations?
- Take disciplinary action?

### VI. Knowledge, Skills, Abilities, and Other Requirements

#### A. Knowledge (acquired information necessary to do the job)

- a. What **kind** of knowledge is required of the position?
- (1) of the procedures, processes and policies of:
    - (a) a campus department(s), function(s), or the University?
    - (b) an external agency, e.g., OSHA?
  - (2) of a job family or professional field; professional/technical (degree level or comparable knowledge, e.g., engineering, financial analysis, accounting)?

The MSO must be knowledgeable of UC-Systemwide, campus and department policies and procedures and of the working of external funding agencies. Must be able to provide leadership to partner organizations in joint projects and well-informed advice, realistic options, and original solutions to unique problems. Must have a strong understanding of financial matters, and understanding of organizational development and planning.

- b. Check the **level** of knowledge required):
- i. Basic or limited:** knows the fundamental concepts of the specialty field
  - ii. Intermediate:** has broad job knowledge; knows and applies the full range of concepts, practices of the specialty field
  - iii. Advanced:** as a recognized expert among those in the field, applies a high degree of knowledge of the overall field; applies principles, practices, and procedures of a particular field within the discipline to complete difficult assignments.
- c. Provide examples of **how** the person will apply the specified level of knowledge above to resolve typical problems and issues.

*NOTE: These instructional paragraphs may be deleted upon submission of the completed description.*

*Examples:*

*--Applies basic knowledge of University payroll procedures and processes to resolve routine payroll problems for academic and staff employees in the department (problems occur on a weekly basis).*

*Unusual problems are referred to the supervisor.*

*--Applies specialized knowledge of University fund-raising policies and campus procedures, the principles of fund-raising and marketing to manage the college's annual fund program.*

*--Applies advanced-level knowledge of financial modeling (Master's degree) to develop procedures in support of capital funding programs over 5-20 years.*

The MSO's knowledge of policies and procedures regarding academic, staff and student personnel; UC business and finance policy and procedures; and UC student services policies and procedures is critical to the ability to resolve typical problems. The MSO's experience in program development is essential for maintaining and improving a successful summer program and ensuring that resources are equitably distributed between the two houses and amongst the various programs in the department (Folklore, Medical-Anthropology, etc.).

- #### B. Skills (a specific learned activity, generally gained through training, usually indicating a level of effectiveness and efficiency; e.g., basic computer skills to work in Word, Excel; accounting skills)

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Primary campus computer-based systems: BFS, BAIRS, HRMS (including e-recruit and academic case tracking), OPTRS, DSAS, CADS, DARS, CARS, OLADS/DB2, Travel, Entertainment.  
Other campus policy and contracts: knowledge in all aspects of post-Ph.D. academic personnel matters (including NSF contract), knowledge in all aspects of Graduate Division matters (including UAW contract and graduate student support program rules); Contracts and Grants Administration, Gift Administration, Staff Personnel Policies, CUE contract, Technical Staff contract, Human Resources Policies (including FMLA, FLSA, employee benefits, criminal background check requirements, etc.) and Academic Personnel Manual.  
General: knowledge of Generally Accepted Accounting Principals (GAAP); OMB A-21; excel; word; website design; custom database and automated report-building skills

- C. **Abilities** (natural talents or acquired dexterity; potential to perform tasks or functions, e.g., ability to communicate verbally or in writing)

**Excellent communication skills, both written and oral. Ability to manage and motivate staff. Ability to analyze unique problems and situations and assess how they may impact the department. Must be able to represent department's needs and position on issues to the College of Letters and Science as well as to other units on campus. Must be able to demonstrate a high degree of organizational and political acumen and the ability to maintain consistent professionalism and sound judgment in the provision of service to all constituents and stakeholders. Requires a high degree of independence and initiative to move the department forward during times of budgetary cutbacks and limitations of other resources in the face of increasing administrative demands. Ability to provide leadership to partner organizations in the effective and efficient creation, implementation, management and close-out of joint projects.**

- D. **Other requirements** (e.g., certificates, license requirements)

## VII. SIGNATURES

(Note: The signatures below should be appended to the end of the completed description.)

[CERTIFICATE OF EMPLOYEE:] I certify that the foregoing information is correct and complete and describes my job as I understand it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

CERTIFICATE OF IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD:

I have reviewed the above statements and certify to their accuracy with the exceptions noted here.

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head's signature

\_\_\_\_\_  
Date

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## ADDENDUM: INFORMATION TECHNOLOGY POSITIONS

### I. Technical Knowledge and Skills

Describe the depth, scope, and complexity of technical knowledge and skills that are required to satisfactorily perform this job. Are these skills entry level, fully functional level, or advanced level? Give specific examples. (1/2 page or less)

### II. Technical Environment

Use this section to describe the technical environment in which the "Major Functions" of the next section are performed.

Include as applicable:

A. Hardware details (operating system(s), number of CPU's, storage, network size/complexity, security, special or custom functionality)

B. Application details (database/app/server vendor, number of records or files, number of users of the application, interfaces with other systems, languages used. Is position maintaining? modifying? creating from scratch?)

C. Users (number of, activities of, novice vs. expert, clerical vs. technical vs. academic)

D. Technical team (Is position stand-alone? or leader? or one of a team? Who supports the hardware, network, DB or web servers, etc.?)