

Directions for Position Description



University of California

Agriculture and Natural Resources ■ Cooperative Extension

Directions for preparation and submission of your Position Description for

ALL ACADEMICS

- Follow the position description (PD) template as your guideline including your name, title of position, effective date, county or counties if applicable. You are encouraged to modify the information in the template as needed in order to capture specifics of your position.
- Your initial PD is based on the Position Vacancy Announcement (PVA) for your position and includes a section on affirmative action responsibilities.
- For any academic in a leadership capacity, list your administrative duties and/or use suggested bullets in the template under heading “Program Leadership and Business Operations Duties.”
- Affirmative Action – include any/all bulleted examples as applicable to your position. For information about what responsibilities academics have with Affirmative Action, please visit this website for more information and view the training slides: [http://ucanr.edu/sites/anrstaff/Diversity/Affirmative Action/Affirmative Action Training/](http://ucanr.edu/sites/anrstaff/Diversity/Affirmative%20Action/Affirmative%20Action%20Training/)
- Relationships – most positions are administratively responsible to one supervisor, however some positions have both administrative and programmatic supervisors, so list both if applicable (such as Youth, Families and Communities Director; IPM Statewide Director, Master Gardener Statewide Director and include others that you work with cooperatively).
- You should prepare a Position Description with signature lines for yourself (academic), your supervisor(s), Statewide Program Director (if applicable), the Vice Provost of Strategic Initiatives & Statewide Programs or the Vice Provost of Research & Extension if you are a County Director. You may add additional statewide program directors to your PD for signature such as those listed in the bullet above.
- It is recommended that you send your draft position description to Kim Ingram in Academic Human Resources (AHR) (kcingram@ucanr.edu) for review, before obtaining final signatures. You will not need to get cross county directors to sign your PD if you have a multi-county assignment. However, all county directors in the assignment area will review the PD prior to final approval. Lead county directors are responsible for ensuring that other county directors have reviewed and approved the PD prior to sending it to AHR for review. Once the Academic HR Unit reviews your draft PD, and approves the content, it will be forwarded on to the ANR leaders for their review. Once final edits are completed, AHR will obtain ANR leaders’ signature(s).
- The Academic HR Unit will forward the signed position description back to the academic for signatures of the academic and supervisor. The academic will forward the completed, fully

signed position description back to AHR, the office of record, where it will be entered into the academic's personnel file.

- It is the academics responsibility to keep their position description up to date in regards to duties and/or reporting authority. Please work with your supervisor if you have any questions or concerns. You may also contact Academic HR. A current and accurate position description is an important piece of your merit and promotion dossier, and it is your responsibility to ensure the most current position description is uploaded in the PR system and that the relevant position descriptions for the period of review are added to your annual evaluation or merit/promotion package so they are available to PR reviewers.