

## PPM 335: Position Descriptions

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**Note: For links to referenced documents see Section VI, *Related Information* below.**

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## **I. POLICY SUMMARY**

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- A.** This section of the Policy and Procedure Manual for the University of California (UC) Agriculture and Natural Resources (ANR) describes the local implementing procedures for position descriptions for all UC ANR academic appointee title series.
- B.** Nothing contained in these implementing procedures should be read or interpreted to contradict the UC Academic Personnel Manual (APM) policy. If any provision should contradict the UC APM policy, the UC APM policy shall prevail.
- C.** Selected academic appointees have been assigned to a UC campus with personnel actions approved through campus academic policies and procedures. Thus, those selected academic appointees are subject to campus policies and procedures and are not addressed in UC ANR local implementing procedures. This section of the Policy and Procedure Manual is applicable only to academic appointees subject to UC ANR personnel actions.

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## **II. DEFINITIONS**

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Not used.

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## **III. POLICY TEXT**

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- A.** Every academic appointee shall have a written position description setting forth the objectives and responsibilities of the position, as agreed to by the individual and their supervisor. If an agreement is not reached, the person at the next administrative level (for example, the Vice Provost) shall make the final decision.
- B.** The position description must include the academic's name, working title of position, effective date, percent administrator and/or percent academic (if/as applicable) county (or counties), purpose, clientele group(s), major academic program responsibilities, program leadership or administrative responsibilities (if applicable), affirmative action (i.e., diversity, inclusion, & equity), relationships and qualifications.
- C.** Shortly after appointment, and within six months, the appointee shall consult with the supervisor to determine the duties of the position, and the knowledge, skills, and abilities needed to perform them successfully. The initial position description is based on the Position Vacancy Announcement (PVA) and includes a section on the appointee's affirmative action responsibilities. Find a position description template on the Academic Human Resources website.

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## **IV. COMPLIANCE / RESPONSIBILITIES**

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In addition to a position description, there is an annual plan of work for each academic appointee (referred to as "Goals for the Coming Year" in the Annual Evaluation). The plan of work is reviewed, re-evaluated and updated annually.

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## **V. PROCEDURES**

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A current and accurate position description is an important component of an annual evaluation or program review dossier. It is the academic's responsibility to keep their position description up to date when a change is made in responsibilities and/or reporting relationships.

The individual, in consultation with the UCCE County Director, the Statewide Program/Institute Director or the Research and Extension Center (REC) Director, and the appropriate Vice Provost, should prepare the position description using the following or a similar format, described in greater detail at the UC ANR Academic Human Resources website (see link in below item VI, *Related Information*).

### **A. Title**

The working title should be used, for example, 4-H Youth Development Advisor, Environmental Horticulture Advisor, Irrigation Water Management Specialist, or County Director.

### **B. Effective Date**

State the effective date of the position description.

### **C. Assignment (geographic area)**

State the county, counties, or other geographic area.

### **D. Nature and Purpose**

State the primary purpose or program focus of the position, including affirmative action responsibilities, summarized in an introductory paragraph.

### **E. Clientele**

State the major clientele groups served by the position.

### **F. Major Responsibilities**

Describe the major duties required to accomplish the requirements of the position satisfactorily in paragraph form and list in order of importance, and list specific responsibilities in affirmative action.

### **G. Relationships**

Describe essential relationships required to accomplish the duties of the position. These include line organization, as well as internal and external cooperative relationships.

### **H. Approval**

The designated supervisor has the responsibility to review the position description for an academic assigned to them. All other supervisors (e.g., Vice Provost and/or Statewide Program Director) review the position description for completeness before forwarding it to the Academic Human Resources Office for final review.

Academic Human Resources Office will return the signed position description to the academic. The final position description signed and dated by the appointee, signifies

acceptance, and by the appropriate supervisor or supervisors, signifies approval.

### **I. Short-Term Assignments.**

Use an addendum to document special short-term assignments not warranting a revised position description, such as Acting County Director or temporary cross-county assignment.

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## **VI. RELATED INFORMATION**

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- [UC ANR Academic Human Resources: Academic Position Descriptions](#) (includes position description templates)

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## **VII. FREQUENTLY ASKED QUESTIONS**

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Not used.

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## **VIII. REVISION HISTORY**

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### **November 2017:**

Format updated.

### **March 2021:**

Revised for current practices, consistency and clarity, titles and links updated, gender-neutral language incorporated.

### **September 2022:**

Format updated.