

Date of Request: \_\_\_\_\_ Position Title: \_\_\_\_\_

Is this position replacing an existing employee? If so, who? \_\_\_\_\_

Hire Type: Regular \_\_\_ Internal Candidates Only \_\_\_ Emergency Hire \_\_\_ Student \_\_\_

How many positions available: \_\_\_\_\_

Do you currently have employees with same job title? \_\_\_ If so, who?: \_\_\_\_\_

Project Director: \_\_\_\_\_ Project Name: \_\_\_\_\_ Is Funding Available? \_\_\_\_\_  
Reports To: \_\_\_\_\_

Hours per week: \_\_\_ Benefited \_\_\_ Non-benefited: \_\_\_

Available budget for this position: \_\_\_\_\_

Proposed pay range: \_\_\_\_\_

Live Scan Required: \_\_\_\_\_ *Select if the employee will be expected to work with w/ elderly, minors, or people w/ disabilities one-to-one.*Background Check Required: \_\_\_\_\_ *Select if the employee will be handling finances and/or level-1 confidential data.*

Is driving part of the job description?: \_\_\_\_\_

Is the position required to drive two or more times per week on company time? \_\_\_\_\_

Work Environment: Remote (CA residency required only) \_\_\_\_\_, Partial-telecommute, (expected to work in Chico office occasionally) \_\_\_\_\_, Primarily in person work required \_\_\_\_\_, if so, where?

Primary Contact: \_\_\_\_\_ Secondary Contact(s): \_\_\_\_\_

Emails: \_\_\_\_\_

Interview Committee Members: \_\_\_\_\_

REQUIRED Avoiding Bias In Hiring Training completed by interview committee members: \_\_\_

Application to Include: Resume (required) \_\_\_\_\_, CSE Application \_\_\_\_\_, Cover Letter \_\_\_\_\_, Three Professional References \_\_\_\_\_, Typing Certificate \_\_\_\_\_, Other \_\_\_\_\_

Project Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Analyst Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attach to this Request a [Position Description](#) that contains all of the following information:

**General Purpose:** Summarize overall purpose of job

**Location:** Specific project and/or location

**Essential Job Functions:** Core duties or tasks that are fundamental and not marginal to the performance of the job. Define purpose, function, and the result to be accomplished, i.e., "moving a 50lb box.". Focus on the frequency, time spent, etc. List in order of importance and/or amount of time that the incumbent will devote to them.

**Qualifications/Employment Standards:** Specify number of years of job-related experience required, and whether a type of degree is required or preferred. Also clarify if certificates, licensure, and/or specific knowledge is required or preferred. List all required (or preferred) hard and soft skills specific to the job.

**Physical Requirements:** These are physical and mental requirements of the positions as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, Chico State Enterprises may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

Physical Requirements:

Sitting__	Standing__	Heights__
Kneeling__	Twisting__	Inside__
Fine Manipulation__	Temperatures__	Outside__
Driving__	Speed__	Repetition__
Bio-Hazards__	Bending__	Transporting__
Walking__	Pushing / Pulling__	Standing / Stationary Position__
Crawling__	Squatting__	Climbing__
Reaching__	Power Grasping__	Pressure__
Noise__	Dust, Fumes__	Other: _____
Lifting / # lbs.__	Carrying / # lbs.__	

Mental / Reasoning Requirements:

Reading – Simple\_\_  
Reading – Complex\_\_  
Basic Math Skills\_\_  
Analysis / Comprehension\_\_  
Writing – Simple\_\_  
Writing – Complex\_\_  
Judgement / Decision Making\_\_  
Clerical\_\_

Work Environment:

Shift Work\_\_  
Face-to-Face Contact\_\_  
Works Alone\_\_  
Works with Others\_\_  
Verbal Contact with Others\_\_