

**PHASE 4**  
**UCSD Phase 4 All Families**  
**Family Function and Job Function Summary**

<b>Job Family</b>	<b>Job Function</b>	<b>Job Summary</b>
<b>Counseling and Psychology</b>	<b>Counseling and Psychology</b>	Involves psychological evaluation, diagnosis, counseling, psychotherapy and crisis intervention with individuals and groups across a broad spectrum of developmental and psychological concerns that interfere with effective academic and personal functioning. Develops psycho-educational programs. Also performs one or more of the following functions: Uses and interprets educational, vocational and psychological tests; provides clinical supervision of professional graduate-level trainees. Licensed as a Psychologist in California or works under the supervision of a licensed professional.
<b>Engineering</b>	<b>Research &amp; Development</b>	Involves professional engineering and engineering technician support as part of academic instructional lab and / or research projects and programs. Engineering activities include the design, construction, testing of experimental systems, operation of analytical systems, establishment of performance specifications, and documentation. Engineering Technicians may be assigned duties within a single discipline (e.g., electrical) or span a range of disciplines [Note: machine specialty work in a research or lab setting is generally performed by the Lab Mechanic job titles].
<b>Facilities Development &amp; EHS</b>	<b>Design &amp; Construction Mgmt.</b>	Involves assessing organizational and strategic issues and providing guidance for capital and non-capital projects; develops policies and guidelines to streamline processes and project delivery; collaborates with agencies, locations, and industry partners to implement cost-effective processes in compliance with law and policy; develops programs for sharing of best practices.

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<b>Facilities Development &amp; EHS</b>	<b>Energy Management</b>	Involves strategies for energy procurement and efficient utilization, mitigating the impact of carbon obligations, providing pertinent legislative and regulatory advice, interacting with energy market participants including utilities and service providers, and developing as well as monitoring implementation of energy efficiency programs consistent with UC's sustainable practices and policy goals.
<b>Facilities Development &amp; EHS</b>	<b>Environmental Health &amp; Safety</b>	Involves developing, implementing, and monitoring environmental and safety programs and policies to ensure compliance with federal, state, and local environmental, health, and safety regulations, and ensure a safe workplace. May include industrial hygiene, ergonomics, occupational safety, environmental health, pest control, laboratory safety, hazardous materials control, hazardous waste management, emergency services and preparedness, fire safety, radiological safety, environmental protection including air, water and soil quality, and other EH&S programs and policies; or provides technical support for these programs.
<b>Facilities Development &amp; EHS</b>	<b>Facilities Project Management</b>	Involves managing the design and construction of capital projects, including renovations, expansions and new facilities and infrastructure as well as landscape projects; collect, develop, and analyze technical data to determine project requirements and preparation of information regarding specifications, materials, equipment, estimated costs, and completion times. (For Facilities Management, see General Services Job Field)
<b>Facilities Development &amp; EHS</b>	<b>Inspection</b>	Involves inspections of construction projects for conformance to project plans and specifications, applicable codes and standards, policies and procedures; quality control and assurance when applicable.

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<b>Facilities Development &amp; EHS</b>	<b>Planning</b>	Involves providing strategic and long range planning for the programming, design, development and disposition of properties and facilities, including buildings, infrastructure and landscape projects; research, collect and analyze planning data to develop planning policies and procedures, project planning, design and program guidelines; compliance with environmental planning regulations and architectural design review.
<b>Facilities Development &amp; EHS</b>	<b>Real Estate Management</b>	Conducts analysis in support of real estate transactions and decision-making efforts. Participates in the selection, evaluation, acquisition, occupation, management and / or disposition of real property and building space in compliance with policy. Participates in development of budgets and resource allocations. Manages compliance with lease agreements and contracts; participates in negotiation efforts. Conducts financial analyses to evaluate and recommend lease vs. purchase decisions. Completes any required forecasts, budget analyses and reports of activities.
<b>Facilities Development &amp; EHS</b>	<b>Sustainability</b>	Develops, implements and monitors system-wide sustainability efforts to include energy, food service, waste management, recycling, resource efficiency, greenhouse gases, transportation, supply chain, facilities, and design for environment. Establishes and maintains metrics for sustainability goals and evaluates cost-effectiveness of programs and progress towards goals. Coordinates sustainable practices and quantifies environmental impacts. Develops systems for managing energy consumption. Develops energy strategies to reduce consumption and costs. Evaluates renewable energy cost / benefits and develops projects to meet funding constraints.
<b>General Services</b>	<b>Custodial &amp; Housekeeping</b>	Involves the cleaning and housekeeping of buildings and exterior areas including classrooms, laboratories, offices, auditoriums, gymnasiums, health clinics, rest rooms, private rooms in residence halls and apartments. Also may involve trash and recycling material removal, meeting room set-up and hotel-like room servicing, and floor care.

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<b>General Services</b>	<b>Facilities Management</b>	Involves the management, long-range planning, organization, coordination, oversight and / or performance of multiple operational activities and services for one or more buildings, including space planning, general maintenance, specialized facility systems and operations, call center triage and tracking of repair services, move planning and coordination, development of procedures, policies and communications related to infrastructure and safety. (For Facilities Project Management, see Facilities Development and EHS Job Function.)
<b>General Services</b>	<b>Fleet Services</b>	Involves a full range of operational and maintenance services for UC owned vehicles. Provides quality services to customers and manages sustainable and environmentally friendly fleet and repair facilities.
<b>General Services</b>	<b>Food Services</b>	Involves all aspects of food service in a restaurant, catering or retail food operation, including preparation, serving and presentation of food and beverages; dining and serving area set up; cleaning of the facilities, equipment and tableware; customer service, and executing transactions.
<b>General Services</b>	<b>General Services Other</b>	Involves performing service work not otherwise covered in other general services job families.
<b>General Services</b>	<b>Landscaping &amp; Grounds Keeping</b>	Involves planning, organizing, coordinating and performing activities supporting exterior hard and soft scapes, including gardening, planting, landscape, grounds, playing fields, and tree maintenance, erosion control, pest management, exterior fire control projects, irrigation repair and maintenance, grounds equipment repair and maintenance.

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<b>General Services</b>	<b>Mail Services</b>	Involves the preparation, pickup, and delivery of incoming and outgoing domestic and international mail and packages for distribution, including sorting, classifying, weighing, calculating rates and recording recharge information, processing improperly addressed mail and answering mail related questions.
<b>General Services</b>	<b>Recycling &amp; Refuse Services</b>	Involves performing refuse and recycling collection and sustainability functions, dumping refuse and waste, and maintaining equipment associated with these functions.
<b>General Services</b>	<b>Storekeeping</b>	Involves ordering, inventory records management and tracking, receipt, storage, and distribution of equipment, materials, and supplies.
<b>General Services</b>	<b>Transit Services</b>	Involves transporting equipment and supplies, materials and passengers.
<b>Skilled Crafts and Trades</b>	<b>Skilled Crafts and Trade Management</b>	Involves overseeing and / or managing activities relating to skilled crafts and trades, including one or more of the following: heating, ventilation and air-conditioning (HVAC), boiler operators, electrical, machinist, sheet metal, abatement and insulators, structural (carpentry, painting, roofing, glazer, blinds), plumbing or other skilled crafts and trades.
<b>Sports &amp; Recreation</b>	<b>Athletic Training</b>	Involves providing intercollegiate and / or Sports Clubs athletes with injury prevention training, and evaluation, management and rehabilitation of athletic injuries.
<b>Sports &amp; Recreation</b>	<b>Coaching</b>	Involves directing or assisting with developing the student-athlete physically, competitively and emotionally. Enhances the execution of competitive sports, manages team, recruits, fundraises and may determine competitive schedules.

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<b>Sports &amp; Recreation</b>	<b>Intercollegiate Athletics</b>	Involves developing, promoting and supporting the operational and strategic aspects of intercollegiate student athlete programs, including planning, scheduling, budget administration and travel.
<b>Sports &amp; Recreation</b>	<b>Massage Therapy</b>	Involves providing therapeutic and relaxation massage to promote relaxation, relieve sore muscles and back pain, and enhance athletic or general physical performance.
<b>Sports &amp; Recreation</b>	<b>Recreation</b>	Involves instructional or program activities related to recreation, leisure, and fitness in an accredited environment; provides first aid and emergency care as necessary, and responds to user / customer needs.
<b>Student Services</b>	<b>Academic Achievement Counseling</b>	Involves providing individualized services to students who are underrepresented, low income, first generation college students, and / or otherwise at a higher risk of experiencing academic difficulty, to help students succeed. Services may include academic needs assessment, developing individual study plans, recognizing and addressing academic and non-academic barriers to academic success, and counseling on other aspects that may affect student retention and academic success. Includes specializations in particular underrepresented groups, particular academic skills (e.g., research skills, preparation for graduate programs), or success in particular academic programs.
<b>Student Services</b>	<b>Admissions &amp; Recruitment</b>	Involves developing and implementing programs for student outreach, recruitment, and admissions for the university and / or school / college / department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.

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<b>Student Services</b>	<b>Career Services</b>	Involves planning, developing, and implementing programs, activities, counseling, and advising focused on students' career development. Works with students, alumni, and / or potential employers.
<b>Student Services</b>	<b>Curriculum Planning</b>	Involves conducting curriculum planning and course scheduling in consultation with department / college / school management and faculty. Analyzes enrollment trends.
<b>Student Services</b>	<b>Financial Aid</b>	Involves analyzing students' level of need and eligibility for financial aid to allocate financial aid awards and advise students on obtaining aid. Interprets financial aid regulations, analyzes student data, and implements procedures to ensure regulatory compliance and timely delivery of financial aid.
<b>Student Services</b>	<b>K to 14 Academic Preparation</b>	Involves planning, developing, implementing and evaluating programs, activities, counseling, tutoring and advising focused on students' successful graduation from high school and college, and career readiness. Works with students, program alumni, teachers, counselors, school districts, community stakeholders and parents.
<b>Student Services</b>	<b>Registrar</b>	Involves planning, analyzing, developing, and implementing programs and services to maintain stewardship and integrity of student academic records, academic publications, and course and classroom scheduling by managing and enforcing student and institutional academic policies. Interprets relevant regulations such as the Family Educational Rights and Privacy Act (FERPA) to ensure regulatory compliance and protection of student data. Provides services to students (prospective, current and former), parents, and the public and maintains collaborative relationships with faculty, staff and administrators. Utilizes and advances technology systems solutions and best practices.

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<b>Student Services</b>	<b>Student Academic Advising</b>	Involves counseling students on academic program policies and issues. Monitors student academic progress and assists students in making appropriate educational choices and decisions. Conducts informational sessions and provides advice.
<b>Student Services</b>	<b>Student Academic Support</b>	Using specialized knowledge of learning theory, counsels students and develops and implements programs to students to enhance their academic success.
<b>Student Services</b>	<b>Student Disability Services</b>	Involves planning, developing, and implementing programs, processes, and activities for students with disabilities in accordance with federal and state law, to assure their access to the academic and campus environment.
<b>Student Services</b>	<b>Student Legal Services</b>	Involves providing legal advice and counsel to students of the institution, including advising on legal rights, obligations and related matters.
<b>Student Services</b>	<b>Student Life &amp; Development</b>	Involves planning, developing, implementing and advising on programs, services, activities and processes for students in their non-academic life at the university, including residential life, public service, student conduct and judicial affairs, identity-based matters, sexual violence, leadership development, student government, student businesses, student organizations, and other student resource center areas.
<b>Student Services</b>	<b>Student Services Advising</b>	Involves a wide range of student services duties and responsibilities for an academic department / school / college or organization. Provides assistance to the dean / chair, faculty, and students in academic advising, recruitment, admissions, financial aid, visa / immigration matters, the evaluation and awarding of fellowships and block grant funds, student orientation and events, career counseling, and related programs.