Effective immediately the first paragraph below (a) is required to be included in all staff job descriptions; for recruitments, classification reviews, and updated job descriptions. Any action that requires updating a staff job description must now include the CHES organizational overview (as of 02/01/2012). Note: We are not requesting that all supervisors initiate an EAR to update all the job descriptions for the sole purpose of just including the current CHES organizational overview.

The second (b) and third (c) paragraphs can be used in addition to the required paragraph. This is optional for managers/supervisors to use for any job classification. In addition, managers/supervisors can include an overview of their unit. Units must include a summary of the actual job duties in the summary statement of the Staff HR job description template. When you are posting a job, the RMS system limits the number of characters and spaces to 3900 in the summary statement section, so keep that in mind when considering using the second and third paragraph and your unit summary. You can always do a word count of the text you want to include in the summary statement section. Preview the count with both the words and spaces, not just the word count.

(a) Colleges, Housing and Educational Services (CHES) is a multi-funded organization within the Business and Administrative Services (BAS) division at the University of California (UC) Santa Cruz. CHES provides leadership in the areas of college student life and residential services, housing services, facilities, employee housing and capital planning, dining services, conference services, early education services, the Baytree Bookstore, ID card services, and business and financial analysis for these areas. Through these units, educational and developmental programs and services are offered to all members of the campus community including students, faculty, staff, children and external constituents.

(b) CHES provides on-campus housing and dining services to nearly 8,000 undergraduate and graduate students in ten residential colleges and six multi-college affiliated residential communities which support single students and students with families. Employee housing is provided through 51 rental units at the Laureate Court apartments and 188 for-sale homes in four different locations. The unit also provides off-campus student housing support and summer conference operations. CHES manages the auxiliary services units of the Baytree Bookstore and ID card services and offers Early Education Services for student parents.

(c) CHES employs approximately 425 represented and non-represented career staff and over 800 student staff, and manages a multi-funded annual operating budget of $115 million and a reserve fund of approximately $55 million. Represented staff include members from the following union contracts: UC/CUE Clerical and Allied Services, UC/AFSCME Service Employees, UC/AFSCME Skilled Crafts and UC/UPTE Technical Employees. Managed funds include auxiliary income from housing, dining, conference, bookstore and child care fees, compulsory student fees, grants and contracts, gifts and endowments and student services fees.