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| Barstow Community College | | |
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| Process Checklist for NEW Job Descriptions  **\*If you have a job description with revisions and is not brand new, go to step 2.** | | |

# **sTEP 1: Initiate Paperwork and Approvals**

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|  | 1. **Complete a Staffing Proposal Form and Include**: | |
|  |  | * + **An organizational chart** that shows where the position fits in the area/department. |
|  |  | * + **Budget Information** that indicates *where funding for the position will come from* AND *the total cost of the position*. |
|  |  | * + **Position Justification Form** which explains the need for the position. |
|  | 1. **Review the information with your area Vice President**. If they agree move to step #3. | |
|  | 1. **Complete the Executive Cabinet Staffing Proposal Form**. Area VP to place on agenda for next cabinet meeting.   **IMPORTANT**  **ONLY MOVE FORWARD ON THE CHECKLIST IF YOU RECEIVE CONFIRMATION FROM YOUR AREA VICE PRESIDENT THAT THE POSITION WAS APPROVED IN CABINET**. | |

# **sTEP 2: Job Description & Approval Process**

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|  | 1. **Hiring Manager develops a *draft* job description with Area Vice President** *after* the initial meeting outlined above.  * Include measurable outcomes as they relate to success. |
|  | 1. **Initiate a meeting to discuss the *draft* job description.** The meeting should include the following**:**    * + Hiring Manager (should be the initiator)      + Area Vice President      + Laura Benson      + Rosalinda Palakiko |
|  | 1. **Agreed Upon Job Description goes to Cabinet for Approval.** |
|  | 1. **Send Email Notification to HR that the Job Description Received Cabinet Approval & Date Approved** |
|  | 1. **Once Approved by Cabinet**:  * Management Job Descriptions are added to the next Board agenda. * Classified positions require additional review with CSEA. HR will notify once review is complete and the position can be placed on the board agenda. |
|  | 1. **Board Approved Job Descriptions follow the recruitment process.** |