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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**:
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|  |[ ]  * + **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
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|[ ]  1. **Agreed Upon Job Description goes to Cabinet for Approval.**
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|[ ]  1. **Send Email Notification to HR that the Job Description Received Cabinet Approval & Date Approved**
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|[ ]  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.
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|[ ]  1. **Board Approved Job Descriptions follow the recruitment process.**
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