



Barstow Community College

POSITION REQUISITION FORM

This form is required to fill a position

Position/Title

Department/Division

Preferred Start Date:

Budget Account Code (Please ensure Budget Analyst reviews and signs off on budget account codes before submitting form):

- | | | | | |
|----|----------------|--------------|----------------------|--------------------|
| 1. | Administrative | Faculty | Classified | Confidential |
| 2. | New Position | Replacement | Additional Position | Change of Position |
| 3. | Permanent | Grant Funded | Categorically Funded | Interim/Temporary |

Replacement			New Position		
Replacement / Substitute for:			Please attach a copy of the job description		
Date of Vacancy	Salary Range		Salary Range	Salary Amount	No. of Months
Position Code		FTE %	Position Code		
No. of Hours Per Week	No. of Months		No. of Hours Per Week	Starting and Ending Dates	

Justification for replacement/new position. How does it specifically support Student Learning, a Strategic Plan goal or an operational need(s)? (use additional sheet if necessary):

A P P R O V A L S	Requesting Supervisor/Manager	Date	VP, HR/Designee ¹	Date
	VP of _____ /Designee	Date	President/Designee	Date
	VP Admin Services/Designee	Date	Cabinet Approval Date: _____	

¹VP, Human Resources, can approve classified replacement positions

PERSONNEL OFFICE USE ONLY:



Barstow Community College

POSITION REQUISITION FORM EXPLANATION

This form is required to fill a position

Position/Title: **Title as it appears on the job description**

Department/Division: **You may know department as Program or Discipline**

Preferred Start Date: **Faculty begin at start of semester; non-faculty must start at beginning of a pay period.**

Budget Account Code (Please ensure account codes exist, if not, have the Budget Analyst create your accounts before submitting form):

Please contact Budget Analyst (Terri Walker) to confirm Budget Codes before moving forward.

You may check more than one box for example: Replacement; Classified; Grant Funded

- | | | | | |
|----|----------------|--------------|---------------------------------|--------------------|
| 1. | Administrative | Faculty | Classified | Confidential |
| 2. | New Position | Replacement | Additional Position | Change of Position |
| 3. | Permanent | Grant Funded | Categorically Funded, Temporary | Interim |

Replacement			New Position		
Name of Employee being replaced:			Please attach a copy of the job description for the pointing process		
Date of Vacancy Date previous employee last worked.	Salary Range If hiring faculty use: VI/12; all other salary ranges can be found on the job description.	No. of Months 10/11/12 – if Temp Estimate Need	Salary Range If hiring faculty use: VI/12; all other salary ranges can be found on the job description.	Salary Amount If hiring faculty use: VI/12; all other salary ranges can be found on the salary schedule based on range.	No. of Months 10/11/12 – if Temp Estimate Need
Position Code If unknown see HR		FTE % If unknown see HR	Position Code If unknown see HR		
No. of Hours Per Week Over 30 hours is eligible for benefits			No. of Hours Per Week Over 30 hours is eligible for benefits	Starting and Ending Dates	

Justification for Replacement/new position. How does it specifically support Student Learning, a Strategic Plan goal or an operational need(s)? (use additional sheet if necessary): **This is your opportunity to make a case for consideration, please include any information that will help all signature authorities understand the need. Include how the work is currently being accomplished, who is currently completing the work and the risk to the college if the work is not done.**

A P P R O V A L S	Requesting Supervisor/Manager Once manager has signed please forward to Michelle Henderson to route for signatures from VPs and Dr. Bagg with HR to accept.	Date	VP, HR/Designee ¹	Date
	VP of _____ /Designee	Date	President/Designee	Date
	VP Admin Services/Designee	Date	¹ VP, Human Resources, can approve classified replacement positions	

PERSONNEL OFFICE USE ONLY:

Definitions:
Administrative: Administrators, Deans, Directors, Managers
Faculty: Any position covered by BCFA Contract
Classified: Any position covered by CSEA Contract
Confidential: Executive Assistant to the Superintendent/President, HR Staff
New Position: Job Description newly approved by the Board of Trustees, Position that did not previously exist
Replacement: Temp or regular vacancy of an existing job description
Additional Position: Addition to staff in an existing job description
Change of Position: Reclassification
Permanent: Regular vacancy of an existing job description
Grant Funded: If position is funded with funds that have an end date that information must be disclosed to applicants.
Categorically Funded, Temporary: If position need is temporary with a foreseeable end date that information must be disclosed to applicants.
Interim: If position need is temporary with a foreseeable end date that information must be disclosed to applicants.