



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, Temporary | Interim |

| 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: _____ | |
| ¹ VP, 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 |
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| 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 Requestor to route for signatures with Michelle Henderson to delegate to 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.