

## Administrative & Staff Position Request Procedure

This process is designed to assist the College in making the best allocation of its resources, both human and financial. Emphasis will be placed on those requests that best support the College's mission, strategic plan, student support and enrollment needs and goals.

### **Review Process for "New Positions"**

Requests for new positions are initiated by completing a Position Requisition Form (Appendix A). All requisitions must be signed by the hiring manager to whom the position will report and approved by the area Vice-President. The completed form is sent to Human Resources along with the following information:

- a. A statement as to why the position is needed. Rationale should identify how the position relates to the institutional and unit mission. Is the position one that supports students, safety, enrollment, strategic plan, compliance, and/or program service enhancement? Provide justification for additional cost.
- b. A proposed organizational chart.
- c. An explanation of the impact if the new position is not filled.
- d. Any comparative information, if applicable
- e. Proposed job description
- f. Please attach most recent administrative assessment report.

Human Resources will assign a salary range for the position based on salary survey data from CUPAHR. The form will be moved onto the next step in the approval process (see flowchart appendix B)

Requests for new positions must be received in Human Resources prior to February 15 for the following fiscal year the position is needed. The position must be funded in the year it will be filled. Requests are reviewed with all other requests along with budgetary matters to determine availability of funds.

### **Review Process for Replacements of Open Positions**

Requests for replacements for open positions will be considered any time during the year. Replacements for open positions will not be considered unless initiated by a completed Position Requisition Form (Appendix A) with appropriate approvals. Send the completed form to Human Resources for salary range information and forwarding to next step. All requisitions must be signed by the hiring manager to whom the position will report and area Vice President. Send the completed form to Human Resources along with the following information:

- a. A statement as to why the replacement is needed.
- b. A current organizational chart.
- c. An explanation of the impact if the position is not replaced or delayed.
- d. An explanation of other alternatives if the position is not replaced as currently described.
- e. Any historical and comparative information.
- f. Job Description

\*Human Resources is available to provide consultation at any step in the process.



# Position Requisition Form-Administrative & Staff

Complete this form for the replacement of a position or new position request.  
Obtain all required approvals; forward the form and necessary attachments to Human Resources.

## Position

Department: \_\_\_\_\_

Salary \_\_\_\_\_ Hourly \_\_\_\_\_

This job:      is new      is replacement for: \_\_\_\_\_      increase from part-time to full-time

Job Title: \_\_\_\_\_ Reports to: \_\_\_\_\_

Are there other expenses associated with this position (professional development, furniture, computer, travel, phone, software)?      Yes      No      Office located

If yes, please describe and estimate cost (initial and annual):

\_\_\_\_\_ \$ \_\_\_\_\_

## Status

Full-time                      Part-time                      Other \_\_\_\_\_  
12-month                      10-month                      9-month

Budget number line (required) \_\_\_\_\_

Budgetary Impact: \_\_\_\_\_

\_\_\_\_\_  
Hiring Manager Signature                      Date

\_\_\_\_\_  
Vice President Approval                      Date

\_\_\_\_\_  
Director of Facilities Approval                      Date (if room and board are to be included)

\_\_\_\_\_  
Director of Res Life Approval                      Date (if room and board are to be included)

## Attachments for New Position

- A statement as to why the position is needed. Rationale should identify how the position relates to the institutional and unit mission. Is the position one that supports students, safety, enrollment, strategic plan, compliance, and/or program service enhancement? Provide justification for additional cost.
- A proposed organizational chart.
- An explanation of the impact if the new position is not filled.
- An explanation of other alternatives if the position is not filled.
- Any comparative information, if applicable.
- Proposed job description

## Attachments for Replacements of Open Position

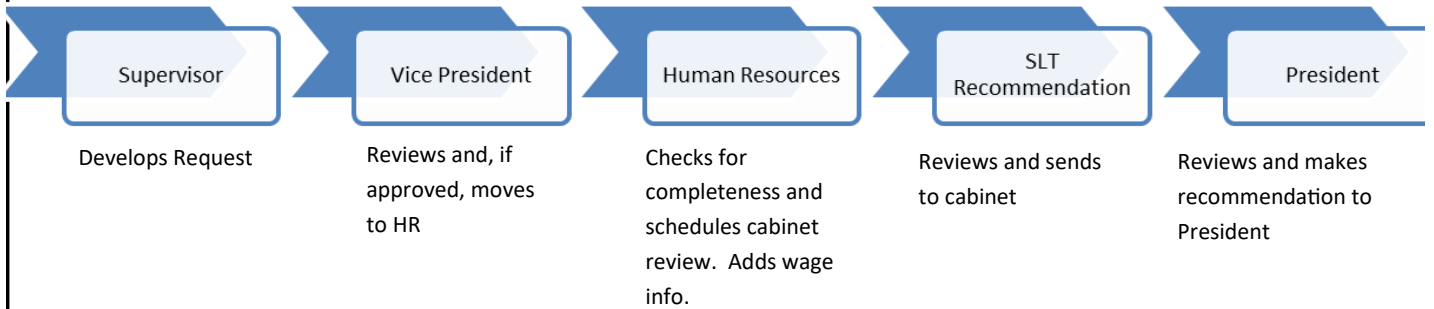
- A statement as to why the replacement is needed.
- A current organizational chart.
- An explanation of the impact if the position is not replaced or delayed.
- An explanation of other alternatives if the position is not replaced as currently described.
- Any historical and comparative information, if applicable.
- Job Description for consideration

For HR Use Only

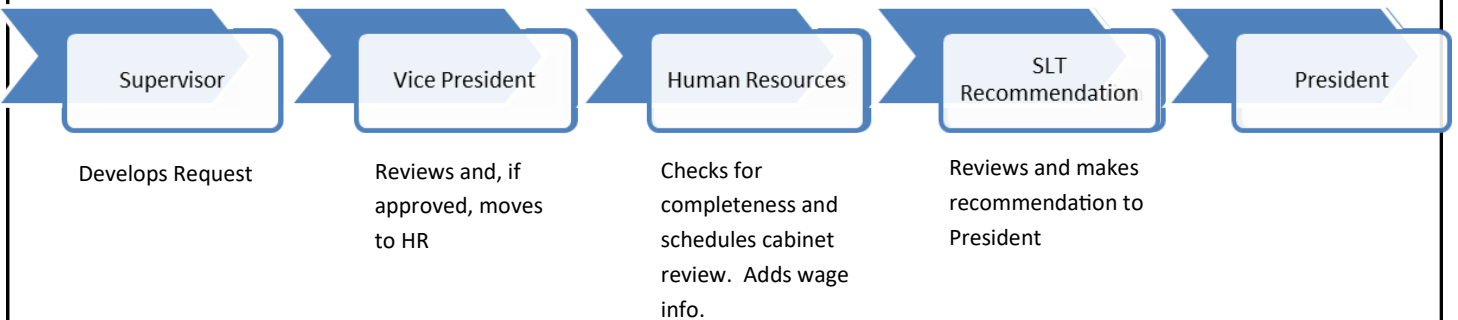
\$ \_\_\_\_\_ per hour                      OR                      \$ \_\_\_\_\_ annually

## Position Form-Process Flow

### NEW ADMINISTRATIVE/STAFF POSITIONS



### REPLACEMENT ADMINISTRATIVE/STAFF POSITIONS



\*Feedback will be provided to the Hiring Manager at the completion of each step.