

PCCD Position Request Form

(For Permanent Positions)



The employing department must complete this form to request new positions and to inactivate existing budgeted positions. Please attach supporting documentation, including job description, and justification memo for new position requests.

Approval is Requested for the Following Action (check one):

Establishment of New Position or Reactivate a non-active position		Position Update/ Deactivation	
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Position Information

Job Title (or new information)		Job Code		Location	
Position Number		Department/Division		Previous Incumbent (if applicable)	
FTE	Months Per Year	Salary Schedule	Salary Grade/Range	Estimate Cost of Salary and Benefits	
Budget String (if using multiple budget strings, include percentage for each fund)					
Comments					

Approvals (sign and date)

Vice President	
College Business Office	
College President/VC	
District Budget Director	
Vice Chancellor of HR	
Chancellor	

For Office of Human Resources Use Only		
HR Analyst Review	Initial:	Date:
HR Director Review	Initial:	Date:
Board Approval Date		