

Fullerton College
Request for Classified Staff Positions
Instructions for Completing Form

1. **Position Title:** Name of the position you are requesting, e.g. Administrative Assistant I, Custodian. If this is a new classification, indicate your suggested title.
2. **Department/Area:** The department or area where this person will be working, e.g. Printing Department, M&O, Health Services.
3. **Budget Unit/Division:** Budget Unit (Division) to which the department/area belongs.
4. **New position:** If this is a new position for your department/work area, circle yes and complete the information relating to the months and percentage employed and the salary range. Explain the need for the months and percentage requested. If this is a new classification, indicate your recommended classification range.
5. **Existing position:** If this is a request to modify an existing position please indicate so and provide the requested increase in months employed or percentage of full-time assignment.
6. **Funding source for position:** Indicate where the money will be coming from to fund the position, e.g. General Fund, VTEA, EOPS, Current Vacancy. Even if specific personnel funding might be identified in a categorical program, it is expected that a request be submitted.
7. **Duties and Responsibilities:** Please list the responsibilities this person will have. This detail must be in line with Board approved positions.
8. **Rationale:** Explain why this position or position increase is needed. Why is the position important? Why should it be filled? What impact will this position have on the College? As much as possible, use quantifiable data to justify the request for the position.
9. **List of Positions:** Include a list of all positions in the department. Also indicate if there are any similar positions to the one being requested and if the duties can be covered in any other way.
10. **How are the functions of the requested position being accomplished currently?** Indicate how and to what extent the duties are currently covered.
11. **To what extent does the request support student success, the college mission, comprehensive master, plan, and/or the college strategic goals?** Please explain the connection to the mission and/or planning documents and the position being requested.
12. **Was the need for this position identified during the Program Review process?** If so, explain. What year was the Program Review completed? What data or other evaluative means were used to conclude that a new position was needed?

13. **How is this position related to the department's overall plan for the future?** Over the next four years, where is the department heading? How will it change? What workload impact has occurred or will occur over the next four years? How will this position help meet student needs or campus needs?
14. **What impact will this position have on the use of hourly and professional expert employees?** Will the cost of hiring a permanent employee be offset by the monies currently going to hourly support? If a permanent employee is hired, what is the savings from the hourly budgets? This could also relate to use of overtime in the department.
15. Indicate the name of the person completing the request.
16. Signature of person completing the request.
17. The Dean/Budget Unit Manager must give a brief statement of support for the position and a brief evaluation of the relative need for the position within the overall college-wide priorities.
18. Signature of the Dean/Budget Unit Manager indicates support for the position.
19. Signature of the Vice President indicates support for the position. The Vice President also ranks the position along with other positions being requested in their area. Comments can also be included in this section.