## Request for Resources Form

**General Fund Classified Employee Request**

## 2019-2022 Program Review Cycle

Requestor’s name: Click here to enter text. Email: Click here to enter text.

Phone # : Click here to enter text.

Area: [ ] Admin Svcs [ ] Executive [ ] Instruction [ ] Student Services

Supervisor/Manager: Click here to enter text.

Program Review Unit/Dept: Click here to enter text.

**POSITION REQUESTED**

[ ]  Replacement Position [ ] New Position

 (Previously funded/ not currently funded) (Never been funded/newly created)

\*Please note that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.

If this request is for a replacement, how long has the position been vacant?

Click here to enter text.

Job title: Click here to enter text.

Salary Schedule Range # : Annual Salary (step 1) $: (step 5) $:

**CONTRACT**

[ ]  100% FTE [ ]  Other FTE %:

[ ]  12 month [ ]  11 month [ ]  10 month

**JOB DESCRIPTION SUMMARY**

[ ]  **Required**: Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.

[ ]  **Required**: Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept)

[ ]  **CCCD does not have a position description as it is a new position within the district**

What are the essential duties this position will fulfill? Click here to enter text.

**JUSTIFICATION**

What is the compelling need for an immediate replacement?

Click here to enter text.

What are the consequences if this position is not immediately replaced?

Click here to enter text.

If the full-time position is approved, will there be a request for funding for 160 day position during the hiring process.

[ ]  YES [ ]  NO

**General Fund Classified Employee Request** (page 2)

How does this request for a classified position meet the following criteria? *(2 page max.)*

*Fully respond to each of the following questions. Your responses will be the basis that Planning Team and President’s Administrative Council members will apply the criteria and rate this request.*

**#1. Program Needs** (40 points):

Explain the conditions that are unique to the program/department which support the need for additional full- time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from program review.

Click here to enter text.

**#2. College-Wide Priority** (30 points):

How does this request align and directly support the [College’s Goals](http://www.goldenwestcollege.edu/about/mission/)? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please* c*ite the plans and goal(s).*

Click here to enter text.

**#3. Contributions to Other College Operations** (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

Click here to enter text.

**#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need.** (10 points): (Determined by the Executive Team)

 Please provide justification why the department wants the position to be permanent.

Click here to enter text.