



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

REQUEST TO ESTABLISH A NEW POSITION OR FILL A VACANT POSITION

(Part-time instructional faculty positions, counselors, and librarians are exempt from the position review process.)

<input type="checkbox"/> ESTABLISH A NEW POSITION OR <input type="checkbox"/> FILL A VACANT POSITION		
POSITION CLASSIFICATION TITLE AND BASIS		
Position Type:	# of Months:	% FTE:
Proposed / Current Classification Title:		
Date of Concept Approval:		
POSITION DESCRIPTION		
Where will this position be located?		
To whom will the incumbent report (name and title)?		
If the position is not filled or created, how will the work be deferred or absorbed?		
POSITION FUNDING		
Funding Source (e.g., categorical program, grant, general fund):		
If grant funded, what is duration of the grant?		
Date grant approved by the Board:		
If grant funded, what will happen to the position after the funding is exhausted?		
- FOR HR USE ONLY -		
Approved Classification: _____		
_____ Signature -Director of Employment Services/Personnel Commission		_____ Date
Date routed to Business Services: _____		
Date college president/vice chancellor notified of placement on Cabinet agenda: _____		
Position Control Approval:		
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved, Reason: _____		
_____ Signature - Vice Chancellor, Human Resources		_____ Date

Please attach the following:

- A list of 7-13 duties to be assigned to the position.
- An organizational chart for the unit indicating reporting relationships.
- Completed Board agenda item attachment.



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(BOARD AGENDA ITEM ATTACHMENT)**

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Position Title:

1. Restoration (Not applicable for existing positions)

Is this position restoring a previously abolished position?

2. Justification

Explain the process by which the position was given priority and the basis of the priority. Please specify how this position supports the mission of the college/District.

3. Funding Source

How did you determine the funding source and ensure it is appropriate?

4. Sustainability

How will you ensure the position has adequate funding in the future?

