VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

REQUEST TO ESTABLISH A NEW POSITION

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

PROPOSED POSITION CLASSIFICATION TITLE AND BASIS		
Position Type:	**# of Months:**	**% FTE:**
New Position Classification Title:		
Date of Concept Approval:		

POSITION DESCRIPTION
Where will this position be located?
To whom will the incumbent report (name and title)?

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**

Position Control Approval:

   Not Approved, Reason: _____

   Approved: _____

Date of Approval at Chancellor's Cabinet

Please include the following:
- **A list of 7-13 duties to be assigned to the position.**
- **An organizational chart for the unit indicating reporting relationships.**
- **Board Item Information to Establish a New Position Form.**

Revised 2/10/2021

BOARD ITEM INFORMATION TO ESTABLISH A NEW POSITION

(Responses will be directly copied onto the Board Agenda Item)

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

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, including a timeline of the college approval process. 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? If applicable, please include a timeline of how the grant was acquired.

4. Sustainability

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

5. Impact

What is the impact if the position is approved by the Board?

What is the impact if the position is not approved by the Board?