



Management/Classified Personnel Justification/Requisition

When requesting a management/classified position within Yuba Community College District, the following procedure is to be followed by the manager/supervisor who is responsible for the requested position:

- Complete and return to the Personnel Office after approval from appropriate President/VP, as indicated by President/VP signature on Personnel Requisition. (*Justifications will not be considered if submitted to any department other than Personnel*)

1. "Personnel Justification" (page 2 of this document)
2. "Personnel Requisition" (page 3 of this document).

- After completed documents have been submitted to personnel, the justification will be placed on the next available CHEX/HR agenda for review.

- CHEX will review the requests and make a determination regarding the position. Determinations will be as follows:

1. **Approved** -- CHEX will sign off on the "Personnel Requisition" at the time of approval and the manager will be notified by Personnel.
New position: Personnel will place item on the next available Board of Trustees agenda for review/approval.
Replacement position: Personnel will begin recruitment process.
2. **Denied** -- Manager will be notified by Personnel.
3. **Follow-up** -- Manager will be notified by Personnel for additional information regarding the position.

- After a new position is reviewed at the Board meeting:

1. **Approved** -- Personnel will automatically begin the recruitment process *and* notify the requesting manager of Board approval.
2. **Denied** -- Personnel will notify the requesting manager.

- If necessary, attach additional pages.



Management/Classified Personnel Justification/Requisition

PERSONNEL JUSTIFICATION Yuba Community College District - Personnel Services

This form is required for request to fill permanent Classified and Management positions. It is required that this form be completed fully and accurately for evaluation of each position. Incomplete or inaccurate information may result in the failure of the position to be approved by CHEX.

Position Title: _____

Range- Administrative Salary Schedule: _____ Range- Classified Salary Schedule: _____

Campus/Department/Division: _____

FTE: _____

Months per year: _____

Funding: District
Categorical

Submitted by: _____

-
1. Is this a new position or is there an existing job description/job title for the position? (If there is no existing job description, is there a draft of new proposed duties)

 2. If this is a new position, has the proposed job description been submitted to HR for review with CSEA?

 3. Provide a brief description of the work performed under this position.

 4. What would be the major effects of not filling this position?

