

Position Justification Request Form

Class Title _____

Date _____

Dept/School _____

Phone No. _____

Position Request

Fill Vacant Position

Current Job Code _____

Person Replacing _____

Create New Position (attach job description)

Position Justification:

1. Briefly describe the rationale supporting the request to fill this as a "critical" or "essential" position.

2. What is the impact of not filling this position?

3. What is the funding source for this position?

Status of Position (Check one box on each line)

1) Permanently budgeted Temporarily budgeted (any position not found in allotments)

2) Certified Classified Administrative
Rank _____ Title _____ Pay Grade _____

3) Full Time Part-time _____ %

Approvals

Recommending Authority Date

Chief HR Officer Date

Deputy Supt./Supt. Date

Human Resources will communicate the final determination to the Recommending Authority upon final approval/disapproval