SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

PERSONNEL REQUISITION FORM

OFFICE OF THE HUMAN RESOURCES

Approval Is Requested For the Following Action(s):

Advertisement of a Vacant Position

Advertisement of a Detail/Interim Position
(Specify Position Number below)

Establishment of a New Classification

Change in Staff Allocation
(Create New Position)

Position Demographics:

Position Title: | Division/Dept: | Reports To:

Permanent | Temporary | If Temporary, end date: _____

Location: | Skyline | CSM | Cañada | Chancellor's Office

Position No. (if a current position): | % of F. T. | Mos. Per Yr:

Salary Schedule: | Salary Grade: | Last Incumbent:

Position Classification: | Certificated | Classified

Labor Distribution: %
(must total 100%)   %
                                                                                         %

Is this allocation currently budgeted?   YES   NO

Name of Categorical Fund (if applicable): _____ Exp. Date: _____

Effective Date: _____

REASON FOR REQUESTED ACTION(S): (attached additional sheets if needed)

REQUIRED: FOR ADVERTISEMENT OF A VACANT PERMANENT POSITION
Proposes names to serve on selection committee. Please refer to Selection Procedures or the
Human Resources Department for more detail.

APPROVALS

Division / Department Administrator   VPI/VPSS Approval | Date:

Chancellor / College President | Date:

Vice President, Admin. Svs. or Designee / District Budget Officer | Date:

Reviewed By: District Budget Officer | Date:

PERSONNEL REQUISITION FORM

GUIDELINES FOR COMPLETION

(All information must be legible)

Approval Is Requested For the Following Action(s)

- ❖ ADVERTISEMENT OF A VACANT OR DETAIL POSITION
    - ▪ Using an existing position from the Position Control Worksheets
- ❖ ADVERTISEMENT OF A DETAIL/INTERIM POSITION
    - ▪ Using an existing position from the Position Control Worksheets. The suffix for Detail/Interim action is "D0"
- ❖ ESTABLISHMENT OF A NEW CLASSIFICATION
    - ▪ Use this to create a position
- ❖ CHANGE IN STAFF ALLOCATION
    - ▪ Use this to add a position that exists from the Position Control Worksheets

Position Demographics

- ❖ POSITION TITLE: enter the title of the position
- ❖ DIVISION/DEPT: enter the organization title
- ❖ REPORTS TO: enter the name of Administrator/Manager/Supervisor that oversee the position
- ❖ PERMANENT OR TEMPORARY: check the box which corresponds to the position; enter the end date if the position is temporary
- ❖ LOCATION: check the box which corresponds to the position
- ❖ POSITION NO.: for the current position, using the Position Control worksheets, enter the position number; "00" is the suffix number for all positions except detail/interim. The suffix for detail/interim is "D0".
- ❖ % OF F. T.: enter the FTE percent
- ❖ MOS. PER YR.: enter the number of months the position is paid
- ❖ POSITION CLASSIFICATION:
    - ▪ CERTIFICATED: positions that are academic (requires credential)
    - ▪ CLASSIFIED: positions that don't require credential
- ❖ LABOR DISTRIBUTION: indicates the budget accounts to be charged for this salary and the percentage of the salary expense for each account. In all cases, 100% of the annual salary must be accounted for.
- ❖ IS THIS ALLOCATION CURRENTLY BUDGETED: check the box if the budget is set-up for the position
- ❖ NAME OF GRANT/CATEGORICAL FUND (IF APPLICABLE): If external funds will pay for the salary, indicate the title of the grant
- ❖ EXP. DATE: the grant expiration date needs to be entered here
- ❖ EFFECTIVE DATE: enter the date after it is board approved

REASON FOR REQUESTED ACTION(S)

- ❖ Enter the reason for this request

REQUIRED: FOR ADVERTISEMENT OF VACANT OR DETAIL POSITION

- ❖ Names of the proposed selection committee

APPROVALS

- ❖ DIVISION/DEPARTMENT ADMINISTRATOR: a signature is required
- ❖ COLLEGE PRESIDENT/CHANCELLOR: a signature is required
- ❖ VPAS OR DESIGNEE/DISTRICT BUDGET OFFICER: a signature is required
- ❖ REVIEWED BY: a signature is required