

- Bakersfield College
- Cerro Coso College
- Porterville College
- District Office

Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099

- Academic Staff
- Classified Staff
- Confidential/Management Staff

NEW POSITION REQUEST

FOAPAL(S)	Percent

Position Title

Effective Date		Projected Grade/Step	Salary	Status <i>[Please check (✓) one]</i>		Assignment Percentage (%)
Begin	End			Permanent	Temporary	

FTE	Contract Period Faculty=Number of months } Classified=Hours per week/number of months } Confidential/Management= N/A }	<ul style="list-style-type: none"> ● Academic and Classified requests should be sent to Learning Services Center Human Resources Services ● Confidential/Management requests should be sent to the Chancellor's Office
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Position Approval	Budget Approval
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College President	Date	Chancellor, College President or Dir., Business Services/Designee	Date
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Director, Human Resources ¹	Date	NOTES: <ul style="list-style-type: none"> ● New Academic positions should be budgeted at the midpoint at Class III, Step 7, on Basic Faculty Salary Schedule. ● New Classified positions should be budgeted at Step A of the appropriate classified grade. ● New Confidential/Management positions should be budgeted at the midpoint (Step 4) of the proposed salary grade. ● <i>If a new position request is being approved after July 1, submit this form with a Budget Transfer Request indicating the source of funding.</i> ● Attach a Position Requisition form, if used by your campus. 	Date
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Chancellor ²	Date		Date
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¹ Director, Human Resources, must approve ALL new classified positions.
²Chancellor must approve ALL new academic and confidential/management positions.

- New Position
- *Replacement/Substitute Position

- Bakersfield College
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- Contract Academic
- Classified
- Classified Flexible Limited Benefit
- Classified Limited Benefit
- Confidential
- Management
- Temporary Academic

Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

POSITION REQUISITION

Date of Request	Department /Division
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Position/Title

* Replacement/Substitute			New Position/Slot		
Replacement/Substitute for			DISTRICT OFFICE ONLY--Please attach a copy of the job description for the pointing process (if necessary)		
Salary Grade	Salary Amount	No. of Months	Salary Grade	Salary Amount	No. of Months
Position Number		FTE	Position Number		
No. of Hours Per Week	Starting and Ending Dates		No. of Hours Per Week	Starting and Ending Dates	

Person Requesting the Position	Telephone Number
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FOAPAL Number	Budget Dollars Available (Salary and Fringes)
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Academic Staff	No. of Contract Days	FALL--Percent of Contract	SPRING--Percent of Contract
	SUMMER--Percent of Contract		

A P P R O V A L S	Administrative Supervisor/Dean	Date	Assoc. Chan., HR Servs./Designee ¹	Date
	Business Services/Designee	Date	Chancellor/Designee ²	Date
	President/Designee	Date	¹ Associate Chancellor, Human Resources, must approve ALL new classified positions. ² Chancellor must approve ALL new academic and confidential and management positions.	

PERSONNEL OFFICE USE ONLY:



Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099

- Child Care
- Classified
- Confidential/Management
- Faculty

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College

Position Requisition Justification

Position:	
Department:	Date
Submitted By:	Title:
Telephone Number:	College/District HR Review:

Position funding information

Internal review of position:

A. Explanation why work can't be re-assigned to current staff:

B. Impact on College/District if position is not filled:

C. Is a temporary employee currently performing the work of this position:

Yes _____ No _____

D. If new position, how is the work assigned to this position presently accomplished: