

ATTACHMENT I
POSITION TRACKING SYSTEM

SBCCD PERSONNEL REQUESTS: FLOW CHART

Process for New Position

Faculty Positions Only:
Hiring Manager will work with HR on the development of job postings in People Admin. The req. is still required at this step.

Step 1: Initiating Manager (IM) assesses and determines the need for a new position in accordance to Program Review when applicable.

Step 2: IM speaks with supervisor to address the need. Upon approval to move forward IM contacts HR to address essential job functions to begin development of job description

HR initiates Job Analysis Questionnaire for new job descriptions

Step 3: The job description is finalized and approved by HR. If applicable, HR will negotiate with the respective unit

Step 4: IM prepares the personnel requisition (see attached). After completion and signing of the form, the IM sends to supervisor for approval.

Step 5: The supervisor receives and reviews the requisition for approval. Upon approval (signature) it is sent to President and/or designee for signature (approval).

The requisition will be sent to a Distribution List of HR and Payroll staff

Step 6: The requisition is sent to HR generalist and Fiscal staff via scanned document by email. HR will confirm with fiscal that job description has been created.

Process for Existing Position

Step 1: IM) prepares the personnel requisition (see attached). After completion and signing of the form, the IM sends to supervisor for approval.

Step 2: The supervisor receives and reviews the requisition for approval. Upon approval (signature) it is sent to President and/or designee for signature (approval).

Step 3: The requisition is sent to HR generalist and Fiscal staff via scanned document by email. The requisition is sent to HR generalist and Fiscal staff via scanned document by email. HR will confirm with fiscal that job description has been created.

Step 4: Fiscal establishes the position number, approves and signs the requisitions. The Fiscal Director and Vice Chancellor of Fiscal and Business Services approves the personnel requisition (signature)

Step 5: The approved position is scanned over to HR generalist(s) who prepare the positions for cabinet. (w/ appropriate signatures)

Step 6: Cabinet will approve the list as authorized by chancellor's signature (Example of cabinet list attached). HR vice chancellor provides the director with the approved lists who shares with the generalists and prepares for Board approval.

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Step 7: Fiscal establishes the position number, approves and signs the requisitions. The Fiscal Director and Vice Chancellor of Fiscal and Business Services approves the personnel requisition (signature)

Step 8: The approved position is scanned over to HR generalist(s) who prepare the positions for cabinet. (w/ appropriate signatures)

Step 9: Cabinet will approve the list as authorized by chancellor's signature (Example of cabinet list attached). HR vice chancellor provides the director with the approved lists who shares with the generalists and prepares for Board approval.

Step 7: HR vice chancellor provides the director with the approved lists who shares with the generalists and recruitment specialist, which begins the recruitment process.

Personnel Requisition Form



Initiating Manager

Date

SELECT POSITION ACTION

- | | |
|--|--|
| <input type="checkbox"/> Fill Existing | <input type="checkbox"/> Administrative Hold |
| <input type="checkbox"/> Abolish | <input type="checkbox"/> Funding Change |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Establish New |
| <input type="checkbox"/> Other | <input type="text"/> |

Reason/Justification for Action

EXISTING POSITION (Filling Existing, Administrative Holds, Abolish, Funding Change & Transfer)

Position Number

Effective Date

Funding Change? (if Yes, please complete section below)

- Yes No

Position Title

Employee Name

EXISTING POSITION (Funding Change & Transfer - [Click here for Questica](#))

From:

Budget Account Number

Percent

Budget Account Number

Percent

Budget Account Number

Percent

Budget Account Number

Percent

To:

Budget Account Number

Percent

Budget Account Number

Percent

Budget Account Number

Percent

Budget Account Number

Percent

TRANSFER

From:

To:

Department/Program

Department/Program

Supervisor Name

Supervisor Name

ESTABLISHMENT OF NEW POSITION

Position Title

Benefits?

Site

Position Type

FTE

Bargaining Unit

Range

Annual Days

Days Per Week

Position Number
(To be Completed by Fiscal)

Supervisor Name

Department/Program

Budget Account Number

Percent

Budget Account Number

Percent

ADDITIONAL COMMENTS

AUTHORIZATIONS & APPROVALS

Area Vice President or
Area Manager

Date

V.P., Admin. Services or
Division Head

Date

President or Chancellor

Date

Fiscal Services

Date

Human Resources

Date

Chancellor's Cabinet

Date