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| --- | --- | --- | --- |
| **Department** |  | | |
| **Position Title** |  | | |
| **Salary Range** |  | **Annual Salary at Step B\*** |  |
| **Hours/week and**  **# of months** |  | | |

\*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the ***new position*** being requested, or for the request to fill a vacant, frozen or defunded position:

* 1. Position classification and number:
  2. FTE and contract type, i.e.- 10-month, 11-month, 12-month, seasonal:
  3. Is this a new General Fund position, a replacement for funded position, replacement for unfunded position, a position currently funded by Grant funds position?
  4. What are the duties and responsibilities (desk description) for the requested

position? *(100 words or less)*

2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

☐ Yes

Cite the specific mandate/requirement (100 words or less):

☐ No

1. How are the duties of the requested position currently being performed, if at all?  
   How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload?  
   *(100 words or less)* **(Rubric Criteria 1)**

1. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position?

Use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided. *(200 words or less)* **(Rubric Criteria 2)**

1. How would this position’s main duties directly support the institution’s strategic plan priorities? How will the position impact the ability of the program or service area to innovate and meet changing needs?  
    *(100 words or less)* **(Rubric Criteria 3)**