



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES DEPARTMENT

## REQUEST TO ESTABLISH A NEW POSITION

*(Part-time instructional faculty positions, counselors, and librarians are exempt from the position review process.)*

PROPOSED POSITION CLASSIFICATION TITLE AND BASIS		
Position Type:	# of Months:	% FTE:
New Position Classification Title:		
Date of Concept Approval:		
POSITION DESCRIPTION		
Where will this position be located?		
To whom will the incumbent report (name and title)?		
POSITION FUNDING		
Funding Source (e.g., categorical program, grant, general fund):		
If grant funded, what is duration of the grant?		
Date grant approved by the Board:		
If grant funded, what will happen to the position after the funding is exhausted?		
- FOR HR USE ONLY -		
Approved Classification: _____		
_____ Signature -Director of Employment Services/Personnel Commission		_____ Date
Position Control Approval:		
Not Approved, Reason: _____		
Approved: _____		
Date of Approval at Chancellor's Cabinet		

Please include the following:

- A list of 7-13 duties to be assigned to the position.
- An organizational chart for the unit indicating reporting relationships.
- Board Item Information to Establish a New Position Form.



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## BOARD ITEM INFORMATION TO ESTABLISH A NEW POSITION (Responses will be directly copied onto the Board Agenda Item)

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**Position Title:**

### 1. Restoration (Not applicable for existing positions)

Is this position restoring a previously abolished position?

### 2. Justification

Explain the process by which the position was given priority and the basis of the priority, including a timeline of the college approval process. Please specify how this position supports the mission of the college/District.

### 3. Funding Source

How did you determine the funding source and ensure it is appropriate? If applicable, please include a timeline of how the grant was acquired.

### 4. Sustainability

How will you ensure the position has adequate funding in the future?

### 5. Impact

What is the impact if the position is approved by the Board?

What is the impact if the position is not approved by the Board?

