



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES DEPARTMENT

## REQUEST TO FILL A VACANT POSITION

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

POSITION CLASSIFICATION TITLE AND BASIS		
Position Type:	# of Months:	% FTE:
Vacant Position Classification Title:		
POSITION DESCRIPTION		
Where is this position be located?		
Effective Date of Vacancy:		
To whom will the incumbent report (name and title)?		
How is this position critical to campus operations?		
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 -		
Position Control Approval:		
Not Approved, Reason: _____		
Approval: _____		
Date of Approval at Chancellor's Cabinet		

Please attach the following:

- Job Description
- An organizational chart for the unit indicating reporting relationships.

