

Pasadena Area Community College District
REQUEST FOR EMPLOYMENT OF PERSONNEL

- CLASSIFIED – CFT
- CLASSIFIED – CSEA
- CLASSIFIED – POA
- CLASSIFIED – CONFIDENTIAL
- ACADEMIC
- MANAGEMENT– ACADEMIC
- MANAGEMENT– CLASSIFIED

REQUEST IS TO:

Replace an Existing Position Vacated By _____

Position Title _____ Salary Range _____

Increase or Decrease an Existing Position (attach rationale) New Position (attach rationale & job description)

From _____ Range _____ To _____ Range _____

Percent Assignment _____ No. of Months _____ Hours/Days to Be Worked _____

Permanent First-Year Contract Temporary: From _____ To _____
(Dates of Employment)

Cost Center Name _____ Funding Source _____

Work Location Name _____ Work Location Number (Check with HR) _____

In case of grant or temporary funding: Begin Date of Funding _____ End Date of Funding _____

Salary account(s): (14 digit account code)	_____ - _____ - _____ - _____	% _____	EMP: _____
	_____ - _____ - _____ - _____	(% of labor distribution)	
	_____ - _____ - _____ - _____	% _____	EMP: _____
	_____ - _____ - _____ - _____	(% of labor distribution)	
	_____ - _____ - _____ - _____	% _____	EMP: _____
	_____ - _____ - _____ - _____	(% of labor distribution)	
	_____ - _____ - _____ - _____	% _____	EMP: _____
	_____ - _____ - _____ - _____	(% of labor distribution)	

Advertise in Star-News LA Times Special mailing (Labels attached) Other _____

Remarks: _____

APPROVALS:

1) _____ Date _____ 2) _____ Date _____
Cost Center Manager Asst. Sup./ Vice President

3) _____ Date _____ 4) _____ Date _____
Budget Vice President, Human Resources

a. Position Control No. _____

5) _____ Date _____ 6) _____ Date _____
Asst. Sup / VP, Business & Admin Services Superintendent-President

Human Resources

REQUEST FOR EMPLOYMENT OF PERSONNEL ("Post and Fill")

INSTRUCTION SHEET AND REQUIRED ATTACHMENTS

A. Use of Form

- To fill all vacant positions, including those which are the result of growth, resignation, termination, or retirement.
- Reclassification of a current position to a higher title and pay range.
- Please ensure you use the proper object code for the type of position:
 - **Academic**
 - 1110 Instruction – Monthly (Tenure Contract)
 - **Classified**
 - 2127 Confidential
 - 2130 Regular (CFT & POA)
 - 2140 Maintenance & Operations (CSEA)
 - **Management – Classified**
 - 2120 Management
 - 2125 Supervision
 - **Management – Academic**
 - 1220 NonInstructional – Administrator & Supervisor

B. Approvals Follow Numbered Sequence

C. Attach as Appropriate

- Rationale to increase, decrease or add new position.
- Current job description.
- Organization chart indicating position location.
- Cost center budget from current adopted budget.

D. Distribution

- Divisions/departments may begin to use new form immediately; discard old form.
- Completed form ends at Human Resources (#6).