



## Position Requisition - Permanent

Position Title: \_\_\_\_\_

Classification:  Administrator  Classified  Confidential  
 Faculty  Management

Salary Schedule Range: \_\_\_\_\_

Full-time  Part-time

Months per Year:  10-Month  11-Month  12-Month

Hours per Week: \_\_\_\_\_ Hours per Year: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Campus Location: \_\_\_\_\_

Funding Source:  General  Categorical  Grant  Auxiliary Other (specify): \_\_\_\_\_

*Human Resources Use Only*

Requisition #: \_\_\_\_\_

Position Code: \_\_\_\_\_

*Business Office Use Only*

\_\_\_\_\_ Percent: \_\_\_\_\_

\_\_\_\_\_ Percent: \_\_\_\_\_

\_\_\_\_\_ Percent: \_\_\_\_\_

Budget Available:  Yes  No Budget Technician Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Is this position funded by a restricted program?  Yes  No

If yes, name of the program: \_\_\_\_\_

Justification for requested position: *(Be specific and answer the following questions)*

- Discuss how this position is critical to the Mission.
- What will your department/division do if the position is not funded?
- What are alternative solutions for the position?

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

(Submit completed form to HR@Redwoods.edu)

Cabinet Approval Signature: \_\_\_\_\_ Cabinet Approval Date: \_\_\_\_\_

Cabinet Comments: