

FOR HR USE ONLY:
FLSA EXEMPT NON-EXEMPT

POSITION CONTROL FORM



A PROPOSED JOB DESCRIPTION AND UPDATED DEPARTMENT ORGANIZATIONAL CHART MUST BE ATTACHED.

CREATE NEW POSITION FILL VACANT POSITION REQUEST DATE:
 ABOLISH OLD POSITION AND REPLACE WITH NEW POSITION REACTIVATE UNBUDGETED POSITION

REQUESTED POSITION TITLE

FOAPAL ACCOUNT NUMBER: Fund Organization Account Program

CAMPUS / SITE DIVISION DEPARTMENT

REQUESTED SALARY FULL TIME PART TIME ACADEMIC RANK

REASON FOR TRANSACTION

TIME SHEET APPROVER (Title): SUPERVISOR (If Different):

JOB EFFECTIVE DATE(S) TO DEPARTMENT CONTACT EXT

POSTING DETAILS POST 10 DAYS POST UNTIL FILLED DELAY POSTING POOLED POSTING*
 POST EXTERNALLY POST INTERNALLY *ATTACH A SEPARATE FORM FOR EACH POSITION TO BE POOLED

JOB STATUS:

<input type="checkbox"/> unclassified staff	<input type="checkbox"/> faculty (9-month)	<input type="checkbox"/> civil service / classified
<input type="checkbox"/> interim unclassified staff	<input type="checkbox"/> faculty (12-month)	<input type="checkbox"/> classified WAE (1245 hrs/year max)
<input type="checkbox"/> grants (9-month)	<input type="checkbox"/> administrator with rank	<input type="checkbox"/> exempt 4.1(c)8 / 4.1(d)1 (1245 hrs/year max)
<input type="checkbox"/> grants (12-month)	<input type="checkbox"/> tutor	<input type="checkbox"/> other (requires a full explanation be attached)

MUST BE COMPLETED UNLESS CREATING A NEW POSITION

NAME OF FORMER EMPLOYEE LOLA / BANNER NUMBER

POSITION TITLE OF FORMER EMPLOYEE

WAS A PERSONNEL ACTION FORM SUBMITTED TO SEPARATE OR TRANSFER THE FORMER EMPLOYEE? YES NO

DATE OF SUBMISSION ACTUAL DATE OF SEPARATION/TRANSFER

POSITION BUDGET PAGE & ITEM NO'S BANNER POSITION NUMBER

Recommended: 1) _____ Date
Supervisor/Division Dean/Executive Dean
2) _____ Date
Assistant/Associate Vice Chancellor (if applicable)
3) _____ Date
Appropriate Vice Chancellor
5) _____ Date
Assistant Vice Chancellor for Human Resources

Availability of Funds
4.) _____ Date
Budget Manager
6.) _____ Date
Vice Chancellor for Business & Admin. Affairs

Approved:

7.) _____ Date
Chancellor

A PROPOSED JOB DESCRIPTION AND UPDATED DEPARTMENT ORGANIZATIONAL CHART MUST BE ATTACHED.

ALL SECTIONS MUST BE COMPLETED. FORWARD THIS FORM ALONG WITH ALL SUPPORTING DOCUMENTS TO HUMAN RESOURCES.