

Cañada College
Classified Hiring / Position Justification

Hiring Department: _____

Position Title _____ Classification: _____

_____ New Position _____ Existing Position _____ Existing Position – Duty Change

Position type: _____ permanent _____ full time _____ # of months

_____ part time _____ % of full time _____ # of months

Budget Information:

Exiting employee: Grade _____ Step _____

Monthly pay of exiting employee: \$ _____

New employee: Grade _____ Step _____

Justification

Please respond to the following five questions on a separate piece of paper – preferably in Word format so justification can be electronically transmitted for review. Additional information may be provided as relevant for position justification

1. If a new position, describe the specific need for the position.
2. If an existing position with a substantial change in duties, describe what duties have been added or deleted, and why this change is necessary.
3. Explain how adding this position or changing the duties will strengthen the department.
4. What, if any alternatives to filling the position or changing the duties were considered?
5. Explain how work will be accomplished if the position is not filled or reallocated.

Please submit completed Classified Position Hiring / Justification electronically to Dean, VPI, VPSS, or President based on your department or division organizational structure.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date