



SOLANO COMMUNITY COLLEGE DISTRICT Personnel Requisition and Need Analysis for New Management and Classified Positions

Position Title: _____

____ New Classification (attach proposed job description)

____ New Position (job description exists)

Hours per day: ____

Days per week: ____

Workdays: ____

or # of months: ____

Work Hours: _____

Proposed Work Location: _____

Immediate Supervisor Signature: _____

Date: _____

Funding Source (be specific): _____

Need Analysis

Each request will be evaluated to the extent of the need to fill the position as proposed considering factors such as legal requirements and institutional priorities. Please respond to the following questions on a separate document, attach it to this form, and return the information to the Human Resources Department.

1. Has this position been identified in one of the strategic institutional plans (educational, facilities, fiscal, marketing, technology, and staffing) as a top priority. If so, please indicate which plan.
2. If this is a new position or new classification, was this service or similar service provided in the past. If so, please explain how the service was provided (include such things as hours provided, funding, type of position performing the service—i.e., student worker, short-term/temporary)
3. Describe the purpose and major function of the position and describe how this position will benefit the department and the District. What are the potential consequences of not filling this position?
4. Does this position provide support for compliance with state and federal legal requirements? If so, please explain.
5. Does this position have any direct or indirect impact on the college's ability to generate revenue? If so, please explain.
6. Would this position have any health and safety implications if it were not filled? If so, please explain.
7. Can this service be provided in fewer hours per day or months per year than proposed? If not, please explain.
8. Does the filling of this position have any cost savings to the District? If so, please explain.

Confirmation Information (For Human Resources and Fiscal Services Response)

Anticipated Salary as Proposed: _____ Date: _____ By: _____

Funding Availability as Proposed: _____ Date: _____ By: _____

Executive Council Action

Decision: _____

Date: _____

By: _____