



Solano Community College District

Personnel Requisition – Management & Classified Positions

(Completed by Hiring Manager)

Position Title: _____ Date Submitted: _____

Replacement For: _____ OR Brand New Position

Assignment Location: Fairfield Vacaville Vallejo Other

Work Hours (be specific): _____

Range: _____ FTE: _____ School/Division/Dept.: _____

Immediate Supervisor: _____

Position Control #: _____ Existing # Brand New #

Position Job Labor Distribution:

_____ - _____ - _____ - _____ % _____

_____ - _____ - _____ - _____ % _____

APPROVALS

(Obtained by Hiring Manager)

Supervisor Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Superintendent/President Signature: _____ Date: _____

FISCAL APPROVAL

(Obtained by Hiring Manager)

Job Labor Distribution Approved

Fiscal Signature: _____ Date: _____

TO BE COMPLETED BY HUMAN RESOURCES

Processed By: _____ Date: _____

Posted in NEOGOV Created/Verified or Updated NBAPOSN & NBAPBUD