



REQUEST TO ANNOUNCE CLASSIFIED POSITION

DATE: _____

INITIAL ANNOUNCEMENT RE-ANNOUNCEMENT AMENDMENT

OFFICE AND LOCATION OF POSITION: _____

DISTRICT OFFICE: Hayward Dublin Livermore CHABOT COLLEGE LAS POSITAS COLLEGE

POSITION: _____ POSITION CODE #: _____

(Available from Human Resources)

A. Regular position (check applicable item):
____ New Position
____ Replacement for _____
(In the event of resignation, attach copy of letter of resignation.)
____ Other (specify): _____

B. Temporary position (check applicable item):
____ Substitute for _____
____ Other (specify): _____

COMPLETE INFORMATION BELOW, AS APPLICABLE, TO POSITION BEING ANNOUNCED:

A. ____ Monthly, Full-Time
B. ____ Monthly, less than full time (specify: ____ %)
C. ____ Hourly, less than half-time (specify: ____ %)
D. ____ Number of hours/week: ____ Months/year: ____ Weeks/school year: ____

WORK HOURS: ____ 8:00 a.m. to 5:00 p.m. ____ Other (specify): _____

WORK WEEK: ____ Monday through Friday ____ Other (specify): _____

SPECIAL OR DESIRABLE QUALIFICATION(S) TO BE ADDED TO ANNOUNCEMENT:

ANNOUNCE POSITION ON: _____

STARTING DATE: _____

ADMINISTRATOR IN CHARGE OF POOL: _____

CLOSING DATE FOR REGULAR POSITION: _____

CLOSING DATE FOR TEMPORARY POSITION: _____

STARTING SALARY: _____ PER _____ RANGE: _____ STEP: _____

FUNDING: ____ % DISTRICT ____ % OTHER (specify): _____

ADMINISTRATOR TO RECEIVE POOL LIST AND APPLICATIONS: _____

APPLICATION SCREENING/REVIEW AND INTERVIEW COMMITTEES

As per the [Chabot-Las Positas Community College District Classified Represented Hiring Procedures](#), please list below your recommended names of Committee Members. If there are any changes after submitting, Committee Chair must submit in writing or by email to Human Resources immediately.

***Application Screening/Review Committee (Stage 1):**

Date(s) of Screening/Review:

One Administrator	
Two Classified reps (One Classified proposed by SEIU and Classified Senate)	
One Faculty Member (proposed by Academic Senate)	
One Classified Supervisor Or Confidential	
Other:	

***Interview Committee (Stage 1):**

Date(s) of Interview:

One Administrator	
Two Classified reps (One Classified proposed by SEIU and Classified Senate)	
One Faculty Member (proposed by Academic Senate)	
One Classified Supervisor Or Confidential	
Other:	

***Interview Committee (Stage 2**):**

Date(s) of Interview:

REFERENCE: *Please designate a Chairperson; **If deemed appropriate.

DISTRIBUTION OF JOB ANNOUNCEMENTS: There is an automatic standard distribution made for all positions being announced the lists are available for review in Human Resources. If you desire special distribution to other personnel, related business, trade schools, colleges or universities, etc. Please attach typed envelopes or labels to this request.

AUTHORIZATION TO ANNOUNCE POSITION

Funding is available: Yes No

Budget Account Number: _____ % _____ %
(Must be completed before position is announced) Budget Officer Initials

SUBMITTED BY: _____
Signature of responsible Administrator or designee Date
as appropriate

REVIEWED BY: _____
Signature of next level Administrator or designee Date
as appropriate

APPROVED BY PRESIDENT OR DESIGNEE
AS APPROPRIATE:

APPROVED BY CHANCELLOR OR DESIGNEE
AS APPROPRIATE:

Initial	Date	Initial	Date
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FOR HUMAN RESOURCES USE

Information on this form verified by: _____
Vice Chancellor or Designee Date