



REQUEST TO ANNOUNCE CONFIDENTIAL OR SUPERVISORY POSITION

DATE: _____

INITIAL ANNOUNCEMENT RE-ANNOUNCEMENT AMENDMENT

POSITION: _____ POSITION CODE #: _____
(Available from Human Resources)

OFFICE AND LOCATION OF POSITION: _____

DISTRICT OFFICE: Hayward Dublin Livermore CHABOT COLLEGE LAS POSITAS COLLEGE

- 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 the Human Resources immediately.

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

Date(s) of Screening/Review:

Two Administrator for Supv; Two Administrators for Confid.	
One Classified Reps (One Classified proposed by SEIU and Classified Senate)	
One Faculty Member (as appropriate) (proposed by Academic Senate)	
One Student (as appropriate)	
Other:	

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

Date(s) of Interview:

Two Administrator for Supv.; Two Administrators for Conf.	
One Classified Reps (One Classified proposed by SEIU and Classified Senate)	
One Faculty Member (as appropriate) (proposed by Academic Senate)	
One Student (as appropriate)	
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
as appropriate

REVIEWED BY:

Signature of next level Administrator or designee
as appropriate

Date

Date

APPROVED BY PRESIDENT OR DESIGNEE,
AS APPROPRIATE:

APPROVED BY CHANCELLOR OR DESIGNEE,
AS APPROPRIATE:

Initial

Date

Initial

Date

FOR HUMAN RESOURCES USE

Information on this form verified by _____
Vice Chancellor or Designee

Date