

Los Medanos College
2010-2011 Classified Staffing Proposal Form

Department: _____

General Position Title: _____

Priority: _____
(Provide department
priority (i.e., 1, 2, 3 etc),
if more than one
proposal is submitted)

Submitter: _____

Manager (signature): _____

Provide a rationale for the position that includes:

- Historical staffing levels for the department (include reference to existing budgets for hourly or permanent staff if applicable)
- Specific department research that surfaced the need for a position
- Specific department plans from the Program Review and Planning document that support the use of this position and how this proposal supports department goals
- Specific responsibilities to be assigned to this position (you do not have to indicate a specific job classification – this will be done as a Human Resources function after the proposal is approved)
- An estimate of the number of hours per week and number of months per year the position will be needed (that is, is it full or part-time hours and 12 or less months a year)

Response: