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:

/Classified Staffing Proposal Form 10-11