E&I Position Authorization Request

**Instructions**

Please work with your Program Director and/or Executive Director in consultation with your financial analyst to fully complete pages 2-3. Once completed, send this form to your Financial Analyst with a cc to your AVC/Asst Dean and HR Manager Debbie Fong. The FA will do the initial review and route this form forward in the order outlined below.

Once the FA, AVC/Asst Dean, and HR Manager have all completed their review and added comments, the HR Manager will submit the request to Villy Somthida for distribution to the VCEI for review. Please note: VC Dubón will not consider any requests until all of the listed reviewers have provided comments; VCEI approval will only be provided via signature.

**STEPS:**

**Initial Reviewers**

1. **Financial Analyst:**       Review Completed:

[ ]  Full funding for the position is available for the time period specified

[ ]  Funding for this position is fully budgeted in CalPlanning for FY19

Comments:

1. **AVC/Asst Dean:**       Review Completed:

Comments:

1. **HR Manager:**       Review Completed:

Comments:

1. **VCEI Review:**

The HR Manager will forward the completed Position Authorization Request to the VCEI with a cc to the Executive Assistant, the Chief of Staff, and the Interim CFO.

Please allow up to 5 business days for approval from the VCEI. Villy will be in touch once a request is approved.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oscar Dubón, Vice Chancellor Date Approved

|  |  |  |
| --- | --- | --- |
| Name (Manager):      | Phone:      | Email:      |
| Program:      |

**Request and Contact Information**

Cluster (L4): [ ]  CCCET [ ]  CE3 [ ]  CEP [ ]  DSP [ ]  HIFIS [ ]  OGD [ ]  PPFP [ ]  VCEI

**Position Information**

**Status (check all that apply):**

 [ ]  New position [ ]  Career position [ ]  Filling Vacant Position

 [ ]  Limited Appointment [Duration:      ]

 [ ]  Employment Contract [Duration:      ] [ ]  Contract Extension [Duration:     ]

Total # of positions:

*(A single form for multiple positions can be submitted for limited appointments with the same payroll title and funding source.)*

|  |  |
| --- | --- |
| Job Code:      | Job Title:      |
| Salary Grade (PPSM):      | Salary Range or Steps:      | Appointment % of Time:      |

**Funding Source(s)—please check all that apply and specify the percentage of time on the funding source:**

[ ]  Central (General Funds, Other State, Student Fees, etc.):       % appointment

Chartstring(s):

[ ]  Gifts / Endowments:       % Chartstring(s):

[ ]  Business Contracts:       % Chartstring(s):

[ ]  Auxiliaries:      %

Please identify if any of the above funds are restricted or designated and provide a brief description:

[ ]  Restricted:

[ ]  Designated:

**How is this position critical to the functioning of the unit and aligned to the E&I Division’s priorities? Check the appropriate box(es) below:**

[ ]  There are no other options available through reassignment or reconfiguration.

[ ]  The position is legally mandated and a decision not to fill the position would result in penalties to the campus.

[ ]  Failure to fill the position would result in reputational, financial, or organizational risk.

[ ]  Failure to fill the position would result in a loss of funding from sources other than contracts and grants.

[ ]  For business contracts: position is essential to the execution of the business contract (completing all deliverables) or FTE are specified in contract.

**Please provide a brief explanation of why you checked any of the above and describe any efforts you or your Unit Head has made to redistribute work to other positions in the unit. Have you considered staffing alternatives across organizational boundaries?**

**Please select one of the following statements that best describes your funding for this position:**

[ ]  Funding for this position is fully budgeted in CalPlanning for FY19

[ ]  The position was not included in CalPlanning for FY19 but the unit has secured new revenue that will fully cover the position. Please describe the new funding:

[ ]  The position was not included in CalPlanning for FY19 but the cluster will offset the full cost of the position with adjustments elsewhere. Fill out the following table and please provide an explanation of how the actions will offset the expense of the new position:

|  |  |  |
| --- | --- | --- |
| Dept ID | Cost savings measure *(choose from drop-down menu below)* | Savings amount |
|       |  |       |
|       |  |       |

Total savings: $

Details on the actions listed above: