Orange County Community College

Budget Request 2013-2014

**POSITION AUTHORIZATION REQUEST FORM**

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

**Job Title (if known) Department**

**Tentative classification of position**: Faculty\_\_\_\_\_\_\_\_ Staff\_\_\_\_\_\_\_Civil Service\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Position:**

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**Position is:** Permanent\_\_\_\_Temporary\_\_\_\_Seasonal\_\_\_\_\_\_

 Full-time\_\_\_\_ Hourly\_\_\_\_ Part-time\_\_\_\_\_\_

 10 months \_\_\_\_12 months\_\_\_\_\_Semester or term\_\_\_\_\_\_\_\_\_\_

**If less than full-time, indicate hours per week**\_\_\_\_\_\_\_\_\_ **or Semester**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position to be filled by (Date):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If replacement, date of vacancy**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed salary:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_\_\_Step\_\_\_\_\_\_\_\_hourly\_\_\_\_\_\_\_\_

**Justification:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of Department Chair/Director**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget Form 006 (1/00)**