

**TECH  
CLASSIFIED POSITION REQUEST FORM**

*New Employee:* \_\_\_\_\_ *Transfer:* \_\_\_\_\_ *Promotion:* \_\_\_\_\_ *New Position:* \_\_\_\_\_ *ReClass:* \_\_\_\_\_

**Name:** \_\_\_\_\_ **T#:** \_\_\_\_\_

*(IF APPLICABLE)*

**Request Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Position Number:** \_\_\_\_\_

**Beg. Salary:** \_\_\_\_\_ **Desired Salary:** \_\_\_\_\_ **Budgeted Salary:** \_\_\_\_\_

**Hire Date:** \_\_\_\_\_

**Preferred Qualifications, Education or Experiences:**

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

**Justification for Request:**

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

**Person to Whom Position Reports:** \_\_\_\_\_

**Approved:**

**Department Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Head** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Appropriate Vice President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Chancellor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Human Resources Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Budget Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**V. P. Admin. & Finance** \_\_\_\_\_ **Date** \_\_\_\_\_

**President** \_\_\_\_\_ **Date** \_\_\_\_\_