

**South Orange County Community College District
Office of Human Resources
REQUEST TO ANNOUNCE**

Operating Unit _____ District Saddleback IVC ATEP
 Position I.D. # _____ Position Title: _____
 Supervisor: _____ Title: _____
 Administrator: _____ Title: _____

ACTION REQUESTED: New Announcement Re-announcement/Previous Job Opening

POSITION TYPE

Administrator Classified Bargaining Unit
 Full-Time Faculty Classified Leadership
 Academic Part-Time Temporary

RECOMMENDED RECRUITMENT

Opening Date _____
 Closing Date _____

End date if temporary opening (P/T Academic) _____

If P/T Academic, is position open to availability of funds? No Yes If yes, name of funded project: _____

Is the position grant funded? No Yes If yes, name of grant funded project: _____

Expected duration of grant funds? _____

Is this a replacement appointment? No Yes If yes, for whom? _____

Reason for Replacement Resigned Retired Given Change of Status Sabbatical Leave Terminated

Location (if known) Building _____ Room _____ Phone _____

Work Schedule (For Classified-Days/Hours) _____

ACCOUNT DISTRIBUTION

PERCENT

- - - - - . %

- - - - - . %

Human Resources Use Only

Issue Date _____ Close Date _____ Job Opening ID _____

Opening Reason Code _____ Opening Status Code _____ County Job Code _____

_____ % of Range _____ = \$ _____ to \$ _____

Finalist _____ Effective Date _____ Insurance Suffix Code _____

10 MO 11 MO 12 MO Last Review _____ Next Review _____ Shift Diff. Yes No

Hours Per Week _____ Range _____ Step _____ Receives Benefits No Yes

Operating Unit _____

If new position, Board Approval
Date _____

Human Resources: Request to Announce - PER004 (11/02)