



## Human Resource Services

# Administrator Request for a New or Revised Position Description

**Instructions:** Administrator completes and forwards this request for a new or revised position description to the appropriate Superintendent's Cabinet member (Chief Officer) for prior approval. If the request is approved by the Superintendent's Cabinet member, the request will be forwarded to the Chief Human Resources Officer for review and/or action. Attach the draft position description (if available) or revisions to a position description to this request before forwarding.

DATE: \_\_\_\_\_

TO:  Superintendent  Chief Human Resources Officer  
 Deputy Superintendent  Chief Information Officer  
 Chief Academic Officer  Chief Operations Officer  
 Chief Business Officer  Chief Continuous Improvement and  
Accountability Officer  
 Chief Communications Officer

FROM: \_\_\_\_\_  
\_\_\_\_\_

Request for:	<input type="checkbox"/> New Position Description	<input type="checkbox"/> Revision to Existing Position Description		
	<input type="checkbox"/> Research for New Position			
Budget Impact:	<input type="checkbox"/> General Fund	<input type="checkbox"/> Categorical	<input type="checkbox"/> Grant	<input type="checkbox"/> Charter
Position Title:				
Department:				
Work Year:				
Will this impact any <u>current employee(s)</u> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, please explain.				

## Justification for New Position Description

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### For Superintendent's Cabinet Member Use Only

Request is:       Denied                       Approved

(Please forward this document and any attachments to the Chief Human Resources Officer Box 770.)

### Comments:

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Superintendent's Cabinet Member Signature

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Date