

Requesting administrator should initiate this form to request a new position, change an existing position, or end an existing position.

SECTION 1

Request New Position: Complete Sections 3 & 4
 Change Existing Position: Complete Sections 2 & 3; Only Data in Section 4 That Is Changing Position # _____
 End Existing Position: Complete Sections 2 & 3; Position Must Be Open To End It Position # _____

SECTION 2

FOR CHANGE OR END OF AN EXISTING POSITION

Holder of Existing Position/Employee Name: _____
 Existing Position Description/Title: _____

SECTION 3

Position Start Date: _____ End Date: _____ (if Temporary or Grant Funded)

SECTION 4

Note: For a "New Position" – complete all that is applicable to the new position. For "Changes to an Existing Position" – complete only those items that are to be changed; changes to the position will be effective on the date identified in Section 3

Position Type: (Certificated) (Classified) Subject/Grade _____
 Work Year (circle one): (11 mo) (12 mo) (School Year) (Teacher Work Year) (Other _____)

Position Classification(Job Description Title): _____ Work Location: _____

Work Schedule: # Hrs/Day: _____; FTE: _____; Teaching Sections per day if less than full time: _____

Budget Code(s) Use reverse of form if additional lines are required.

FUND	RESOURCE	OBJECT	YEAR	GOAL	FUNCTION	LOCATION	USER CODE	%	OTHER

Justification for Change OR Additional Info or Comments _____

Please identify other needs for this position: e-mail phone work station/desk computer office space _____

***** To be completed by Human Resources*****

Paid days per year: _____ Work Calendar # _____

Salary Schedule Placement: Schedule: _____ Range: _____ Step: _____

SECTION 5

Approval/Routing

Requesting Administrator: _____ Date: _____

Site Council or Other Director/Admin: _____ Date: _____

Human Resources Administrator: _____ Date: _____

Superintendent: _____ Date: _____

CBO (entered into Escape): _____ Position Control # Assigned: _____ Date: _____

(if entered into Escape, funding is adequate; otherwise form will be returned to HR for additional information)

PLEASE RETAIN A COPY FOR YOUR RECORDS. ORIGINAL FILED IN HUMAN RESOURCES office, COPY TO ORIGINATOR 5/31/2017

If a change is made to a position that monetarily changes an employee's salary, human Resources will notify Payroll by providing a copy of the revised salary and effective date once a change is approved with all necessary approvals in Section 5 above.

POSITION CONTROL REQUEST FORM

KONOCTI UNIFIED SCHOOL DISTRICT INSTRUCTIONS FOR USING THE POSITION CONTROL REQUEST FORM

Purpose: The purpose of the Position Control Request Form is to identify information for requesting a new position, change an existing position, or end an existing position. This form is not used to request an advertising request or to place a particular person in a position it is used to establish a position in the system.

Steps: The steps for completing and submitting the Position Control Form are as follows:

1. **SECTION 1:** Check the appropriate box to identify whether the form is intended to create a new position, change an existing position, or end an existing position.
2. **SECTION 2:** If changing or ending an existing position, provide the Position Control Number (on top of form) and identify the name of the person holding the existing position.
3. **SECTION 3:** If creating or changing an existing position, indicate the effective start and end dates of the position or change.
4. **SECTION 4:** Complete the information that follows as it pertains to requesting a new position or to making a change to a position. For a new position, include all information that is applicable to the requested new position. For changing a position, include information only that is applicable to the changes and the effective dates indicated in Section 3
5. **SECTION 5:** Approval/routing:
 - a. Requesting Administrator signs/dates the form and routes to the next applicable person on the list. If some or all funding for the position falls under the responsibility of another program manager (besides the Requesting Administrator), then the approval routing goes to that Special Funding person. For example, district categorical funds under the direction of the Director of Curriculum, Instruction and Assessment should be authorized by that district level administrator. Note: The Director of HR & LCAP may need to complete information that the site administrator cannot complete before routing to the budget office.
 - b. The Director of HR & LCAP should sign/date the form next.
 - c. If the position is a new position, or if the funding change impacts the Unrestricted General Fund, then the CBO will discuss and get signature/date from the Superintendent if applicable.
 - d. CBO enters the position into Escape, and returns the completed form to the Director of HR/LCAP for advertising. Once completed, HR Analyst will file the original with the Advertising Request if applicable and distribute completed copies to the Requesting Administrator.

As noted on the form, if a change is made to a position that monetarily changes an employee's salary, Human Resources will notify Payroll by providing a copy of the revised salary and effective date once a change is approved with all necessary approvals provided in SECTION 5.

To initiate recruitment of a requested new position, please submit an Advertising Request after position # is established.