

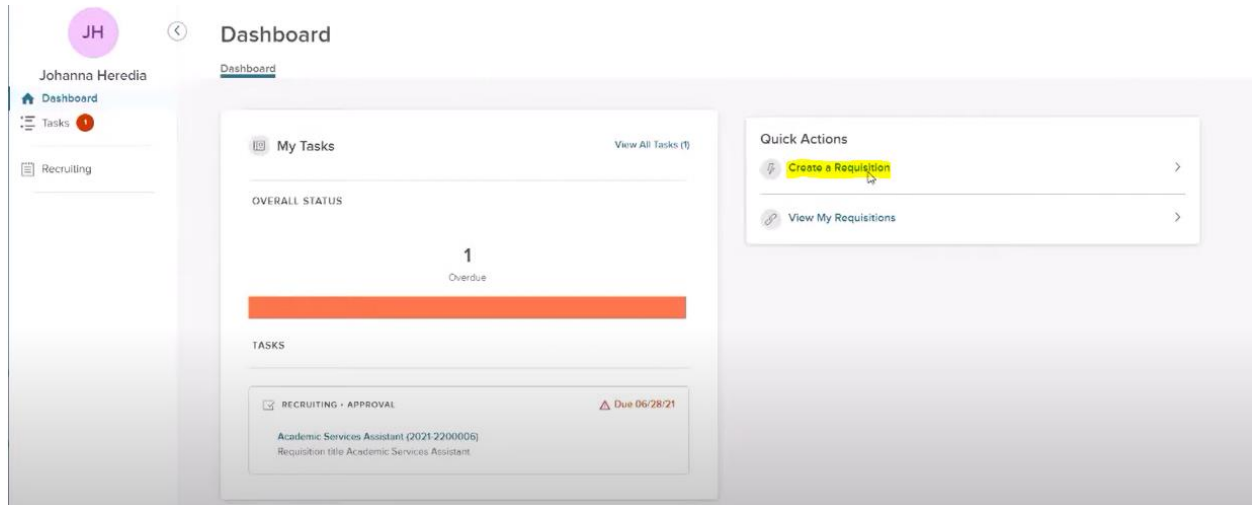
# How to Create a Position Requisition

## NEOED Position Requisition

### Login to NeoEd

### Go to your Dashboard

### Select: Create a Requisition



When submitting for a replacement, reach out to your campus HR department to provide you with the position number for your requisition.

Select the search icon to locate the campus department/division

A screenshot of the 'Requisition Details' form in the NeoEd system. The form contains several fields: 'Requisition #' (with a placeholder '[Assigned when requisition is saved]'), 'College/Department/Division' (highlighted with a yellow box and containing the placeholder 'Find a college/department/division'), 'Job Description' (with a placeholder 'Find a class spec'), 'Working Title', 'Desired Start Date' (with a placeholder 'MM/DD/YYYY'), 'Hiring Manager' (with a placeholder 'Find a hiring manager'), 'Job Type', 'List Type', 'Number of Vacancies' (with a placeholder '0'), 'EEO/Census Data Template' (with a placeholder 'Find a EEO/Census Data Template'), 'Location' (with a placeholder 'Type in a search term'), and 'FTE'. A note at the bottom states: 'Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.'

**Select Job Description search icon:**

The screenshot shows the 'Requisition Details' form. The 'Job Description' field is highlighted in yellow, and a magnifying glass icon is visible in its search bar. To the right, a dropdown menu is open, displaying a list of job titles and their corresponding ranges. The list includes:

Class Range	Job Title
CLASS Range 44.5 AC...	Academic Services Assistant
CLASS Range 46.5 AC...	Accounting Coordinator
CLASS Range 39.5 AC...	Accounting Technician I
CLASS Range 41.0 AC...	Accounting Technician II
ADJ DISC ACA	Adjunct Faculty
CLASS Range 44.5 AD...	Administrative Assistant
CLASS Range 39.5 AG ...	Agriculture Technician
MGMT Grade G BU AN...	Budget Analyst (DO)
MGMT Grade G BU AN...	Budget Analyst COF (BC)
CLASS Range 29.0 CD...	Child Development Center Associate Teacher

At the bottom of the dropdown, there are navigation arrows and a page indicator showing '1' of '2' items, with a note 'Items per page 10'.

**Input the Working Title for the position to be filled:**

The screenshot shows the 'Requisition Details' form with the following fields filled:

- College/Department/Division \***: Bakersfield College / Information Tech...
- Working Title**: Department Assistant III
- Hiring Manager \***: Find a hiring manager
- List Type**: (Empty dropdown)
- EEO/Census Data Template**: Find a EEO/Census Data Template

**Select the desired start date**

**Hiring Manager:**

**Select the Job Type:**

- **Classified**
- **Confidential**
- **FT Faculty**
- **Management – Classified Administrator**
- **Management – Educational Administrator**

A screenshot of a web form showing a dropdown menu for 'Job Type'. The menu is open, displaying a list of options: '- Make a selection -', 'Classified', 'Confidential', 'Contract Academic - Full Time Faculty', 'Management - Classified Administrator', 'Management - Educational Administrator', 'Professional Expert', 'Temporary Academic - Adjuncts', and 'Temporary hourly -Short Term/Substitutes'. A mouse cursor is hovering over the 'Classified' option. Below the dropdown, the 'Location \*' label is visible.

**Select List Type:**

A screenshot of a web form showing a dropdown menu for 'List Type'. The menu is open, displaying a list of options: '- Make a selection -', 'Regular', 'Promotional Only', 'Departmental Promotional Only', 'Regular and Promotional', and 'Transfer'. A mouse cursor is hovering over the 'Regular' option. Below the dropdown, there is a note: 'settings if no template is selected. To view the LEO / Census data values, please go to Admin > EEO / Census Data.'

**Select the Number of Vacancies:**

A screenshot of a web form showing an input field for 'Number of Vacancies'. The field contains the number '1' and has a small up/down arrow icon to its right, indicating it is a spinner control.

**Select the Location of the position:**

A screenshot of a web form showing two input fields. The first field is labeled 'Location \*' and has a search bar with the text 'Type in a search term'. Below the search bar is a list of locations: 'BC - Main Campus', 'BC - Delano Campus', 'BC - Arvin (Hub and High School)', 'BC - City Serve', 'BC - Job Spot', 'BC - McFarland (Adult Learning Center and High School)', 'BC - Shafter (Shafter Learning Center and High School)', 'BC - Southwest Campus', 'BC - Westco Adult Education Center and High School', 'CC - Main Campus, Ridgecrest', and 'CC - Kern River Valley Lake Isabella'. The second field is labeled 'FTE \*' and is empty. Below the FTE field are three more input fields: 'Number of Hours Per Week \*', 'Salary Amount \*', and 'Budget Dollars Available (Salary and Fringes) \*'.

**FTE:**

**If this is a full-time position – 1.0**

**If this is a less than 12-month employee – Contact your campus HR department for assistance.**

**Number of Months:**

**Number of Hours per Week:**

Location *	FTE *
<div>BC - Main Campus  Type in a search term</div>	1.0
Number of Months *	Number of Hours Per Week *
12	40

**Please select the following:**

**Salary Grade**

**Salary Amount (per the current salary schedule)**

**FOAPAL Number (with the percentage for each)**

**Budget Dollars (Salary and Fringes)**

Salary Grade *	Salary Amount *
38.0	3,190.91
FOAPAL Number (if more than one, include percentage for each) *	Budget Dollars Available (Salary and Fringes) *
RP391-260VS0-2191-677099-HEERFH	\$69,841.55

**Supervisor and Position Number of the position**

## Screening Committee Chair

## Screening Committee Members

Supervisor of this position and Supervisor Position Number *	Screening Committee Chair *
Amalia Calderon	Amalia Calderon
Screening Committee Members *	Explain why the work cannot be reassigned to other staff within the department *
Johanna Fisher Resa Hess Judy Caballero Vianey Martinez	
Impact on College/District if position is not filled. *	Is a temporary employee currently performing the work of this position? *

Complete the following areas:

Explain why the work cannot be reassigned to other staff within the department

Impact on College/District

Yes/No – Is a temporary employee performing the work of this position?

New Position Only

Explain why the work cannot be reassigned to other staff within the department. *	
The increased workload and staff in the SID warrant a new Department Assistant position to support the department, Program Manager, Director and other staff.	
Impact on College/District if position is not filled. *	Is a temporary employee currently performing the work of this position? *
With the increase in staffing and work in the SID, the position not being filled could mean missed deadlines, delays in processing department forms and insufficient support for the department staff, Program Manager and Director. SID's staff come into contact with nearly every student on campus, and because of that, we are striving to maintain a reputable department of help and efficient services to students.	Yes <input checked="" type="radio"/> No <input type="radio"/>
New position only: How is the work assigned to this position presently accomplished? *	
Department staff is stretched thin amongst multiple projects daily. Because of the <u>status</u> contribution to projects all across campus, we need to add a Department Assistant to the team in order to more effectively and efficiently guide our students through our retention and completion efforts.	

Is this a New Position – If Yes:

## Add any comments

### Position Details

#### New Position?

☐ Yes ☒ No

[Add Position Detail](#)

#### Comment

Please advertise for three weeks from posting date.

I

## Is this a New Position – If No:

### Position Details

#### New Position?

☐ Yes ☒ No

Position # \*

BMC123

Vacancy Date \*

06/01/2021

First Name \*

John

Last Name \*

Smith

Delete

[Add Position Detail](#)

## Save & Continue:

[Cancel](#)

[Save & Close](#)

[Save & Continue to Next Step](#)

## Approval Workflow:

**Classified:**

- **Campus HR Director**
- **Administrative Supervisor**
- **Campus Budget Office (Budget Analyst)**
- **Campus Vice President of Finance**
- **Campus College President**

**Faculty:**

- **College HR Director**
- **Administrative Supervisor**
- **Campus Vice President**
- **Campus Budget Office (Budget Analyst)**
- **Campus Vice President of Finance**
- **Campus College President**
- **DO Budget Office**
- **DO VC Business Services**
- **DO Faculty HR Specialist (FON Report)**
- **DO VC Human Resources**
- **Chancellor**

**Management:**

- **Campus Vice President**
- **Campus College President**
- **Campus Budget Office (Budget Analyst)**
- **Campus Vice President of Finance**
- **Campus HR Director**

**Adjunct:**

- **Campus Vice President**
- **Campus HR Director**

**After selecting the Approval Workflow:**

**Select Save & Continue to Next Step:**

Create Requisition

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Approval Workflow

\* required fields are marked with asterisk

		Approvers	Status	Due Date	Comments		
1	College Human Resourc...	Rosa Hess	Pending..	07/06/2021			
2	Administrative Supervis...	Vianey Martinez	Pending..	07/07/2021			
3	Business Service Design...	Amalia Calderon	Pending..	07/07/2021			
4	President/ Designee	Johanna Fisher	Pending..	07/07/2021			
5	District Office Human R...	Rosa Hess	Pending..	07/07/2021			

## Attachments Needed:

## Benefits Calculation Template:

- [Welcome to KCCD Employees](#)
- Business Services
- Budget
- Benefits Template FYxx
- [Employee Forms](#)

## Job Descriptions - [Job Descriptions](#)

- Classified
- Confidential
- Management

## Save & Submit

Cancel Save & Close Save & Submit