

South Louisiana Community College

Position Description, Justification & Certification Form

Form Revised: 10/03/2017

To be completed by the Hiring Manager (Please ensure Position Description and Org Chart are attached):

Nature of Request:

Status:

Type of Position:

Requested Position Title:

Proposed Date of Appointment:

Number of Positions Requested:

Previous Incumbent and Position Number:

Form Completed by:

Additional Funding Notes (if needed):

To be completed by Human Resources:

Proposed Annual Salary/Range:

FLSA Status:

Job Description Attached

Payscale Report Attached

Org Chart Attached

To be completed by Accounting:

Fund

Organization

Account

Program

Activity

Institutional representative signature below certifies that a Table of Organization (T.O.) is available for the above-identified position.

Benchmark HR Approval:

Budget Unit Head Approval:

Accounting Budget Approval:

Divisional Vice Chancellor Approval:

Chancellor Approval: