

INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges

6-22-15
JH MBR
MCA
RCS

To: Deputy Chancellor
From: *[Signature]* 6/22/2015
Signature of President/Division Head

Date: June 22, 2015
Pierce
College/District Office

Subject: REQUEST FOR AUTHORIZATION TO FILL A PERMANENT POSITION (ACADEMIC OR CLASSIFIED)

Restricted Hiring Policy:
Effective January 14, 2008, submittal of this document to the Deputy Chancellor is required before any selection activity may occur for any permanent academic or classified position. The policy aims to achieve an appropriate level of cost containment to the extent possible during a period of fiscal exigency. Selection processes already underway prior to this date may be completed but this form is still required and should be forwarded to the Deputy Chancellor.

1. POSITION INFORMATION (check appropriate box)

- Academic (Faculty and Administrative)- Attach NOI
- New Classified Position – Attach C1121 Form
- Existing Classified Position (complete the following information):

Class Code: C1144 Class Title Asst. Computer Network Support Specialist Position Number P80005277
 Assignment Basis (PSA): CPA3 Shift: A FTE: Yes
 GL: 213100 Cost Center/WBS: P2630A Fund: 10100
 Prior Incumbent's Personnel ID#:

2. RATIONALE FOR PRIORITY HIRING REQUEST (attach additional sheet if necessary)

To provide a greater level of support and to better serve Pierce College students, faculty, and staff. At Pierce College this position is responsible for the operation of all instructional and administrative computing, including telephony responsibilities, that occurs during A shift hours of operation. This position will also mitigate delay in completion of work tasks and assignments. This position will also ensure that all aspects of the IT department operations will not negatively affect campus operations, which may include, but is not limited to participating in network troubleshooting and resolution development on a tactical level. This position reports to the A shift supervisor position.

DEPUTY CHANCELLOR'S OFFICE USE ONLY

- Approved
(If approved, proceed with regular District academic hiring or Personnel Commission classified hiring procedures)

Statement of any special conditions, if applicable:

- Not Approved

Signature of Deputy Chancellor Date

Return completed and signed form to the Deputy Chancellor's Office.