



Office of Human Resources

4901 E. Carson Street
Long Beach, CA 90808
562-938-4372

NEW POSITION/REORGANIZATION REQUEST

Position Number: _____

Instructions: Use this form and the reorganization process to make a permanent personnel change in your program or department. If additional documentation is necessary, please attach additional pages. **This form is used to request funding approval for new and reorganized positions. The steps in the process are: (1) Step 1: a new classification is approved by the Personnel Commission and (2) Step 2: the form should be filled out and attached to the NeoGov Requisition for a new or reorganized position.**

Department: _____ Campus: _____ Mail Code: _____ Extension (if available): _____
Supervisor/Manager _____

Job Title Assignment % & Months (eg. 45%, 10 mos.)	Current Position	Proposed (NEW/REORG) Position

Reason for reorganization: _____

Specify budget impact – include exact amounts or the best available estimates and the source of funding:

RESTRICTED FUNDS GENERAL FUNDS OTHER FUND # _____
Special Program End Date: _____

	Salary	Benefits	Total
Current funding (annual salary/benefit costs available):	\$ _____	+ \$ _____	= \$ _____
Proposed annual salary/benefit costs:	\$ _____	+ \$ _____	= \$ _____
		Difference	= \$ _____

Source of Funding Account: _____

Account to be charged (if different): _____
(Attach necessary budget change forms)

Fiscal Services Comments: _____

Human Resources Comments: _____

Does this change affect more than one department/division? NO YES
If yes, please explain: _____

Requestor: _____ Date: _____

SIGNATURES AND APPROVAL DATES:			
Dean or Director Review/Approval:			Date:
Human Resources Review/Approval:			Date:
Fiscal Services Review:			Date:
Fiscal Services Approval:			Date:
Area Vice President:			Date:
Vice President, Administrative and Business Services:			Date:

REQUEST FOR NEW POSITION(S) AND REORGANIZATION NEEDS BUDGET APPROVAL FROM CABINET PRIOR TO FISCAL APPROVAL IN NEOGOV APPROVAL WORKFLOW.

Please note – You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form. If additional information is necessary, please provide on attachment.

Send the form to Chingmin Wu/Sem Chao and Sonia Velez to review before submitting for signatures using Adobe Sign. Attach the completed form to a NeoGov Requisition.