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| SAC2 | Human Resource Services |
| Administrator Request for a |
| New or Revised Position Description |

Instructions: Administrator completes and forwards this request for a new or revised position description to the appropriate Superintendent’s Cabinet member (Chief Officer) for prior approval. If the request is approved by the Superintendent’s Cabinet member, the request will be forwarded to the Chief Human Resources Officer for review and/or action. Attach the draft position description (if available) or revisions to a position description to this request before forwarding.

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| DATE: |  |  |
| TO: | 🞏 Superintendent🞏 Deputy Superintendent🞏 Chief Academic Officer🞏 Chief Business Officer🞏 Chief Communications Officer | 🞏 Chief Human Resources Officer🞏 Chief Information Officer🞏 Chief Operations Officer🞏 Chief Continuous Improvement and Accountability Officer |
| FROM: |  |  |
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| Request for:  | 🞏 New Position Description🞏 Research for New Position | 🞏 Revision to Existing Position Description |
| Budget Impact: | 🞏   General Fund | 🞏   Categorical | 🞏   Grant | 🞏   Charter |
| Position Title:  |
| Department:  |
| Work Year:  |
| Will this impact any current employee(s)?  | 🞏 Yes | 🞏 No |
| If yes, please explain.  |

**Justification for New Position Description**

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**For Superintendent’s Cabinet Member Use Only**

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| Request is:  | 🞏 Denied | 🞏 Approved (Please forward this document and any attachments to the Chief Human Resources Officer Box 770.) |

**Comments:**

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| Superintendent’s Cabinet Member Signature |  | Date |