

FULL TIME POSITION REQUEST FORM (PRF)

SECTION I: COMPLETED BY THE HIRING DEPARTMENT

(search will begin **ONLY** after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form from the Budget Office)

Hiring Department: COUNSELING, LEADERSHIP, LITERACY AND SPECIAL

Requested Salary/Range: 120,000

EDUCATION

Proposed Payroll Title: BUSINESS DATA AND REPORTING ANALYST Proposed Functional Title: IT SUPPORT ASSISTANT

Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted? ☒ YES ☐ NO

1a. If this is a new position, attach a memo of justification, an organizational chart, and a job description.

1b. If this is a replacement position or a request to reclassify, complete the following:

Current Employee: ALISON M. RODRIGUEZ Payroll Title: BUSINESS DATA AND REPORTING ANALYST Functional Title: ASSISTANT SUPERVISOR

1c. For ALL positions, complete the following:

Funding Source: COMPACT

Proposed appointment date: 04/19/2019

Signature of Dept. Chair/Director: _____

Date: _____

APPROVALS FOR ALL POSITIONS IN ACADEMIC AFFAIRS

☐ Approved

Signature of
Dean/Vice President: _____

X

Date: _____

X

☐ Not Approved

☐ Approved

Signature of
Provost: _____

Date: _____

☐ Not Approved

APPROVALS FOR ADMINISTRATIVE DIVISIONS (i.e. Administration, ITR, Institutional Advancement and Student Affairs)

☐ Approved

Signature of
Vice President: _____

Date: _____

☐ Not Approved

SECTION II: COMPLETED BY DIVISION OF ADMINISTRATION AND FINANCE

Last day on payroll as determined by H.R.: _____

☐ Approved

Signature of
Human Resources: _____

Date: _____

☐ Not Approved

FAS/FIS _____ CUNY first Position # _____ Earliest Appointment Date: _____

Budgeted Amount \$ _____ Cash Required \$ _____

☐ Approved

Signature of
Budget Director: _____

Date: _____

☐ Not Approved

Remarks:

☐ Approved

Signature of
Administration &
Finance: _____

Date: _____

☐ Not Approved

SECTION III: PRESIDENTIAL APPROVAL

☐ Approved

Signature of _____

Date: _____

☐ Not Approved

the President:
