

IMMEDIATE NEED REQUEST
2022-23



Requested by: Human Resources				
		Date to VP: 11/28/22		
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Human Resources			
		Date to Cabinet: 11/28/22		
Division:				
Vice President:	Sokha Song	Suchakong		
		Outcome:		
Budget Request(s)	Justification for Request(s)	Funds Requested **		
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing
1. Position Reclassification: HR Analyst (Position # CO9973) to Manager, Recruitment and Employment Services (CM-9, Step 1)	Due to the volume and complexity of the faculty, classified and temporary employee recruitment activities of the department, the staff supporting these activities need a dedicated manager to oversee, implement and streamline processes and directly supervise and evaluate the corresponding staff. While a Human Resources Analyst serves as a lead over the staff, this position inherently does not have the authority needed to be responsible for directing, evaluating, and supervising staff or to make certain needed decisions relative to operations. Therefore, these tasks must be handled by the Associate Vice President, Human Resources, who directly manages the above-listed areas. However, the Associate Vice President, Human Resources' primary role is to provide technical support to the Vice President, Human Resources. This role cannot be fully performed due to most of the time being utilized to manage recruitment operations and supervise and evaluate the corresponding staff. In order to free up the Associate Vice President, Human Resources to perform the intended role and in order to dedicate the needed time to managing staff and recruitment and employment services, the Manager, Recruitment and Employment Services position is needed.	14,644.00		x
Account Number(s):	XXXXXX-200000-XXXXXX-673000			
2.				
Account Number(s):				

3.						
	Account Number(s):					

**** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.**