
Step 1	<ul style="list-style-type: none">• Employee submits notification of retirement or resignation to Human Resources.
Step 2	<ul style="list-style-type: none">• Department/Division (managers and classified staff) reviews the need for the position and prepares responses to the Hiring Replacement questions listed below.
Step 3	<ul style="list-style-type: none">• Cabinet reviews replacement requests and the responses to the questions below and makes recommendations to the President.• Action taken by the College President• Human Resources notifies CSEA for classified positions within CSEA's purview, such as a lateral transfer or vacancy.
Step 4	<ul style="list-style-type: none">• If changes in staffing are recommended, PBC will be notified as an information item only.

Questions to be Asked/Answered for Hiring Replacement of Non-Faculty Positions

1. Are there any special regulations such as law, Title 5, Education Code, Student Success Initiative or accreditation standards, etc. for the position?
2. Does the request support the goals of the Educational Master Plan or other strategic plans?
3. Do the data indicate a demonstrated program need?