CALIFORNIA STATE UNIVERSITY BAKERSFIELD | Human Resources

POSITION CONTROL ACTION REQUEST

GENERAL INFORMATION

Completed By		Extension:		Date Completed:	

Action Requested:	☐ New Position Request	☐ Update Vacant Position Info.	☐ Transfer Vacant Position	☐ Position Funding Change	☐ Inactivate Position	☐ Reactivate Position	☐ Update Home Dept.

Effective Date/Term:		Employee Name:		CSUB ID #:		Record #:	

CURRENT POSITION CONTROL INFORMATION (for all action requests)

Home Dept. Name:				Dept ID:	
Position #:				Temp/Regular:	
Job Code:		Skill/Range:		Reporting Unit:	
Classification Title:					
Working Title:					
Full Time Salary:		Actual Salary:		☐ Per Month ☐ Per Hour	
Reports to (Name):				Reports to Position #:	

UPDATED POSITION CONTROL INFORMATION

Home Dept. Name:				Dept ID:	
Position #:				Temp/Regular:	
Job Code:		Skill/Range:		Reporting Unit:	
Classification Title:					
Working Title:					
Full Time Salary:		Actual Salary:		☐ Per Month ☐ Per Hour	
Reports to (Name):				Reports to Position #:	

FUNDING INFORMATION

Use this section to identify the funding source(s) from which this position is to be paid.

Fund	Dept ID	Program*	Project/Grant*	Class*	Percent	Monthly Salary Amount	Pay Begin Date	Pay End Date	Paytape Periods Start	Paytape Periods End

*Only if applicable. The use of fund BKRAE requires a program and project code; the use of fund BK002 requires project code.

If funding is to be reallocated from another existing position control line(s), complete this section:

Reallocate from Position #		Recent Incumbent Name:		Current PC Max $		To Reallocate $		New PC Max $	
Reallocate from Position #		Recent Incumbent Name:		Current PC Max $		To Reallocate $		New PC Max $	

Additional Notes:

SIGNATURES (REVIEWERS AND APPROVERS)

	Print Name	Signature	Date	Comments
PI Approval (for grants)				
Dean/Director/AVP Approval				
Division Budget Lead Review				
Division VP Approval				
SPPA Reviewer (for grants)				
SPPA Approver (for grants)				
AVP/Chief Budget Officer	Natasha Hayes			
Chief Financial Officer				
AVP, People Strat & Workforce Administration	Michelle Ponci			
Position Control Analyst	Lucero San			

Submit completed form to the Human Resources Office with the appropriate supplementary documentation for the request.

For HR Use Only	☐ Create Pool ID	PC Analyst to Complete:	ID/Record:	Home Dept:	Pool ID:	PC Max:	
	☐ Create/Update Appointment		Position #	New: ☐ Existing: ☐	Job Code:	Account:	DBT: ☐

Rev. 06/2026 Required Fields For HR Use Only