DIVISION OF ADMINISTRATION

REQUEST TO RECRUIT FOR VACANT POSITION

DA 5180: 02/16/09

Request No.:	**Section:**	**Unit:**	**Date Prepared**

Mailing Address	**Address Where Vacancy is Located (No., Street, City):**

Title of Vacant Position and/or Career Progression Titles:	**Position Number:**

Date Position Became or Will Become Vacant?	**Former Incumbent:**

YES [☐] NO [☐] Is the position description (SF3) for this position accurate? Last Updated: _____

YES [☐] NO [☐] Have the duties of this position been evaluated for the Essential Function?

YES [☐] NO [☐] Has an evaluation been conducted to assure the FLSA status of Exempt / Non-Exempt is correct?

ALL VACANCIES MUST BE ANNOUNCED, PLEASE SELECT ONE OR MORE OPTIONS:

Announcement Period: ☐ 1 week ☐ 2 weeks Other: _____ _____

[☐] PROBATIONAL APPLICANTS (Open to Anyone)

[☐] PROMOTIONAL – STATEWIDE EMPLOYEES (Open to all Permanent State Employees)

[☐] PROMOTIONAL – DIV. OF ADMIN. EMPLOYEES

[☐] OTHER (Temporary: Job Appointment OR Restricted)

[☐] UNCLASSIFIED

JOB SEARCH Statement of Responsibilities: This position is responsible for

JOB SEARCH Statement of Preference: Preference will be given to applicants with experience

LIST SPECIAL REQUIREMENTS: (Anything listed will restrict applicant pool, i.e. typing 40 wpm.)

[☐] Work Schedule: **[☐] DRIVING** **[☐] TRAVEL**

[☐] SER Pay | **Rate: $** | **[☐] Typing:** | | **WPM** | **[☐] OTHER:**

[☐] Overtime (as deemed necessary)

HR Liaison:	**Phone #:**	**Interview Supervisor:**	**Phone #:**

ADDITIONAL REMARKS:

Section Head: **Date:**

Appointing Authority: **Date:**

Official EA Unit Use:

Org. ID:	**Personnel Area:**	**Job Code:**	**Series**	**Series Title:**

SER	**Dept. Preferred**	**Cert. Score**	**Exam Plan:**	**Announcement Dates:**
$				