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: |
|---|---|---|---|---|
| $ | | | | |