

**CITY OF SAN RAFAEL
PERSONNEL REQUISITION**

PART I TO BE COMPLETED BY DEPARTMENT

1. DEPARTMENT/DIVISION:	2. DATE:
3. JOB CLASS TITLE:	4. NO. POSITIONS REQUESTED:
5. APPOINTMENT IS: <input type="checkbox"/> Regular Status (subject to probation period) <input type="checkbox"/> Regular PT (subject to probation period) % <input type="checkbox"/> Other	6. NEW POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYEE REPLACED POSITION # EMPLOYEE REPLACED POSITION #
7. DEPARTMENT REQUESTS: <input type="checkbox"/> OPEN RECRUITMENT <input type="checkbox"/> IN-HOUSE PROMOTION <input type="checkbox"/> EMPLOYMENT FROM ELIGIBILITY LIST	
8. EMPLOYMENT EFFECTIVE (DATE TO BE FILLED): 9. COMMENTS:	
10. DEPARTMENT HEAD CERTIFICATION/JUSTIFICATION: The duties to be performed by the employee(s) requested will conform to the specifications for the above Class title. I also certify that the above position is authorized in my budget. The budget account number is _____.	
_____ DEPARTMENT HEAD Signature/Date	_____ Extension

PART II HUMAN RESOURCES USE ONLY

<input type="checkbox"/> EXISTING ELIGIBILITY LIST	VACANCY VERIFIED BY _____ DATE _____
<input type="checkbox"/> CREATE ELIGIBILITY LIST	LIST VERIFIED BY _____ DATE _____
	POSITION # (IF NEW POSITION) _____
	RECRUITMENT ON HOLD UNTIL _____
_____ HUMAN RESOURCES / DATE	

PART III CITY MANAGER APPROVAL

_____ CITY MANAGER	_____ DATE
-----------------------	---------------