

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 <i>(subject to probation period)</i> <input type="checkbox"/> REGULAR PT <i>(subject to probation period)</i> % <input type="checkbox"/> OTHER	6. NEW POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(please fill out information below):</i>  EMPLOYEE REPLACED: POSITION #:                      EMPLOYEE #:  EMPLOYEE REPLACED: POSITION #:                      EMPLOYEE #:
7. DEPARTMENT REQUESTS: <input type="checkbox"/> EMPLOYMENT FROM ELIGIBILITY LIST <input type="checkbox"/> IN-HOUSE PROMOTION <input type="checkbox"/> OPEN RECRUITMENT <i>(list other websites where you would like this posted, if any):</i>  <input type="checkbox"/> RECRUITMENT ON HOLD UNTIL: _____	
8. ANTICIPATED APPOINTMENT DATE: 9. COMMENTS:	
10. DEPARTMENT DIRECTOR CERTIFICATION: 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(s): _____  _____ DEPARTMENT DIRECTOR SIGNATURE                      DATE	

**PART II- HUMAN RESOURCES USE ONLY**

<input type="checkbox"/> EXISTING ELIGIBILITY LIST <input type="checkbox"/> CREATE ELIGIBILITY LIST <input type="checkbox"/> CM VETTING REQUIRED <i>(prior to conditional offer, if checked)</i>	VACANCY/LIST VERIFIED BY: _____ DATE: _____  POSITION # <i>(if new position)</i> : _____  _____ HUMAN RESOURCES SIGNATURE                      DATE
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**PART III- CITY MANAGER APPROVAL**

_____ CITY MANAGER SIGNATURE	_____ DATE
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