

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: Caracteristic Regular Status FTE: % FIXED-TERM, FTE: % EXEMPT NON-EXEMPT TEMP/SEASONAL	6. NEW POSITION? YES (increasing Authorized Position Count requires Council approval. Please attach Job Action Checklist) NO (please fill out information below): EMPLOYEE REPLACED: POSITION #: EMPLOYEE REPLACED: POSITION #: EMPLOYEE REPLACED: POSITION #: EMPLOYEE REPLACED: POSITION #:
7. DEPARTMENT REQUESTS: HIRE FROM EXISTING ELIGIBILITY LIST IN-HOUSE PROMOTION (min. 5 day posting) OPEN RECRUITMENT 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.	
DEPARTMENT DIRECTOR SIGNATURE	
PART II- HUMAN RESOURCES USE ONLY	
 HIRE FROM EXISTING ELIGIBILITY LIST CREATE ELIGIBILITY LIST CM VETTING REQUIRED (prior to conditional offer, if checked) 	VACANCY/LIST VERIFIED BY:
	HUMAN RESOURCES OPERATIONS MANAGER
PART III- CITY MANAGER/FINANCE APPROVAL	
CITY MANAGER / ASSISTANT CITY MANAGER	ADMINISTRATIVE SERVICES DIRECTOR