



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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