CITY OF SAN RAFAEL
PERSONNEL REQUISITION FORM

PART I – TO BE COMPLETED BY DEPARTMENT DIRECTOR

DEPARTMENT/DIVISION	DATE
JOB CLASS TITLE	HIRING MANAGER

APPOINTMENT

☐ REGULAR STATUS - FTE%:

☐ FIXED-TERM – FTE%
☐ EXEMPT ☐ NON-EXEMPT

☐ TEMP/SEASONAL

NUMBER OF POSITIONS REQUESTED

NEW POSITION?

☐ **YES** – increasing Authorized Position Count requires Council approval. Must attach completed and approved Job Action Check List

☐ **NO – for existing positions,** fill out information below (for as many vacancies to be filled)

Employee Replaced:
Employee #: Position #:

Employee Replaced:
Employee #: Position #:

DEPARTMENT REQUESTS

☐ EMPLOYMENT FROM CURRENT ELIGIBILITY LIST
☐ IN-HOUSE PROMOTION (minimum 5-day posting required)
☐ OPEN RECRUITMENT

COMMENTS (required): ANTICIPATED APPOINTMENT DATE (required)

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

Email completed form and any attachments to Rhondac@cityofsanrafael.org

PART II – HUMAN RESOURCE USE ONLY

☐ RECRUITMENT ON HOLD until
☐ EXISTING ELIGIBILITY LIST VACANCY/LIST VERIFIED BY:
☐ CREATE ELIGIBILITY LIST
☐ CM VETTING REQUIRED POSITION # (if new position):

PART III – CITY MANAGER/FINANCE APPROVAL

_____ _____
HR DIRECTOR ASST. CITY MANAGER or CITY MANAGER