

**DIVISION OF ADMINISTRATION  
REQUEST TO RECRUIT FOR VACANT POSITION**

DA 5180: 02/16/09

Request No.:	Section:	Unit:	Date Prepared	
Mailing Address		Address Where Vacancy is Located (No., Street, City):		
Title of Vacant Position and/or Career Progression Titles:			Position Number:	
Date Position Became or Will Become Vacant?		Former Incumbent:		
YES <input type="checkbox"/> NO <input type="checkbox"/> Is the position description (SF3) for this position accurate?      Last Updated: _____ YES <input type="checkbox"/> NO <input type="checkbox"/> Have the duties of this position been evaluated for the Essential Function? YES <input type="checkbox"/> NO <input type="checkbox"/> Has an evaluation been conducted to assure the FLSA status of Exempt / Non-Exempt is correct?				
<b>ALL VACANCIES MUST BE ANNOUNCED, PLEASE SELECT ONE OR MORE OPTIONS:</b>				
Announcement Period: <input type="checkbox"/> 1 week <input type="checkbox"/> 2 weeks      Other: _____ <input type="checkbox"/> PROBATIONAL APPLICANTS (Open to Anyone) <input type="checkbox"/> PROMOTIONAL – STATEWIDE EMPLOYEES (Open to all Permanent State Employees) <input type="checkbox"/> PROMOTIONAL – DIV. OF ADMIN. EMPLOYEES <input type="checkbox"/> OTHER (Temporary: Job Appointment OR Restricted) <input type="checkbox"/> UNCLASSIFIED				
JOB SEARCH Statement of Responsibilities: This position is responsible for				
JOB SEARCH Statement of Preference: Preference will be given to applicants with experience				
LIST SPECIAL REQUIREMENTS: (Anything listed will restrict applicant pool, i.e. typing 40 wpm.) <input type="checkbox"/> Work Schedule: <input type="checkbox"/> DRIVING <input type="checkbox"/> TRAVEL <input type="checkbox"/> SER Pay             Rate: \$        <input type="checkbox"/> Typing:             WPM        <input type="checkbox"/> OTHER: <input type="checkbox"/> Overtime (as deemed necessary)				
HR Liaison:	Phone #:	Interview Supervisor:	Phone #:	
ADDITIONAL REMARKS:				
Section Head:			Date:	
Appointing Authority:			Date:	
<b>Official EA Unit Use:</b>				
Org. ID:	Personnel Area:	Job Code:	Series	Series Title:
SER	Dept. Preferred	Cert. Score	Exam Plan:	Announcement Dates:
\$				