Coastal Protection and Restoration Authority

**PERSONNEL REQUEST FORM**

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| **To:** | Human Resources |
| **From:** |  |
| **Date:** |  |

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| **RECRUITMENT: Please announce the following vacant position.** |

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| **Division:** | Choose One: | | **Position #:** | | | |  |
| **Job Title:** |  | | **Position Type:** | | | | Supervisory  Non-Supervisory |
| **Position**  **Description**  **(SF-3):** | All SF-3’s must be updated as follows:   * Every five (5) Years * When duties have changed significantly; or * When filling a supervisory position if the SF-3 is more than one (1) year old.   **Based on the above criteria, does the SF-3 require updating?** No  Yes  -If yes, please complete the updated SF-3 from the CPRA Intranet and attach to this form. | | | | | | |
| **Announcement Type:**  **Announcement Period:** | Probational  Probational and Promotional  Promotional – CPRA Employees Only  Unclassified  Student  Job Appointment (Not to exceed 4 years)  ***Select Justification for Job Appointment:***  Special Projects/Work of a Temporary Nature  Substitute for Another Employee  To Address an Emergency or Work Overload   |  | | --- | | 5 days (Minimum required)  If more than 5 days, indicate #:  No Announcement needed | | | | Detail to Special Duty (Not to exceed 1 year without Civil Service Approval)  ***Select Justification for Detail to Special Duty:***  Incumbent on Extended Leave/Detail to Another Position  Pending Filling in Regular Manner  Double Encumber Pending Retirement of Current Employee  For a Trial Period to Determine if Employee is Suited for Position  For a Period of Time to Complete a Special Project  Classified WAE Appointment  (Not to exceed 1245 hours in 12 Months)  ***Select Justification for Classified WAE:***  Special Projects/Work of a Temporary Nature  Substitute for Another Employee  To Address an Emergency or Work Overload  Unclassified WAE Appointment  (Not to exceed 1245 hours in 12 Months)  ***Select Justification for Unclassified WAE:***  Special Projects/Work of a Temporary Nature  To Address an Emergency or Work Overload | | | |
| **Note:** |  | * To increase the effectiveness of the job announcement, you are encouraged to email HR a brief description of the duties to be performed and whether preference will be given to applicants with certain skills or competencies. * Customized “Examples of Work” may also be submitted to HR. * Contact HR if you would like to allow applicants within 90 days of graduation for entry-level positions. | | | | | |
| **Approved By:** |  | | | |  |  | |
|  | *Supervisor* | | | |  | *Division Chief* | |
|  | *Chief Financial Officer* | | | |  | *Executive Director* | |