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

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| [ ]  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.
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| **Approved By:** |  |  |  |
|  | *Supervisor* |  | *Division Chief* |
|  | *Chief Financial Officer* |  | *Executive Director* |