



# Tehama County Department of Education HRS PERSONNEL REQUEST FORM

(Use This Form to Request or Change a Position)

Date: \_\_\_\_\_

Position Number(s): \_\_\_\_\_

Cert.  Class.

Job Title: \_\_\_\_\_

Current or Former Employee Name: \_\_\_\_\_

Requested by: \_\_\_\_\_ Department: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

## SECTION 1: REQUESTED ACTIONS

Effective Date: _____	<input type="checkbox"/>	Establish New Position (All Sections)	<input type="checkbox"/>	Change Hours (Classified) (Sec.2)
	<input type="checkbox"/>	Site/Transfer/Position Change (Sec. 3)	<input type="checkbox"/>	Close (End) Position
	<input type="checkbox"/>	Funding Change (Sec. 4)	<input type="checkbox"/>	Change in Salary Range:
	<input type="checkbox"/>	Post an Existing Position (All Sections)		From _____ To _____
	<input type="checkbox"/>	Change FTE (Certificated) (Sec. 2)	<input type="checkbox"/>	Other _____

## SECTION 2: SCHEDULE

Current Hours (Class.): \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ = hrs per day \_\_\_\_ Days/Months Per Year: \_\_\_\_/\_\_\_\_  
 Requested Hours (Class.): \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ = hrs per day \_\_\_\_ Salary Range: \_\_\_\_\_  
 Current FTE (Cert.): \_\_\_\_\_ Requested FTE (Cert.): \_\_\_\_\_ (authorization code from credentials \_\_\_\_)

## SECTION 3: SITE

Current Site: \_\_\_\_\_ Position #: \_\_\_\_\_

New Site: \_\_\_\_\_ Position #: \_\_\_\_\_

## SECTION 4: FUNDING

Account Code                      % \_\_\_\_\_ Fund Description \_\_\_\_\_

Account Code                      % \_\_\_\_\_ Fund Description \_\_\_\_\_

Account Code                      % \_\_\_\_\_ Fund Description \_\_\_\_\_

Account Code                      % \_\_\_\_\_ Fund Description \_\_\_\_\_

Account Code                      % \_\_\_\_\_ Fund Description \_\_\_\_\_

Contingent Upon Grant Funding

## MANAGERS—PLEASE SUBMIT THIS FORM TO HRS FOR REVIEW

_____	_____	_____	_____
A.S.	#1. Program Manager	Date	#3. Business Official
			Date
	#2. Human Resource Service	Date	#4. Superintendent
			Date

**To be completed when posting a position only**

**SECTION 5: RECRUITMENT INFORMATION**

Suggested Screeners: \_\_\_\_\_

Suggested Interviewers: \_\_\_\_\_

Advertising:

Red Bluff Daily News      Post for:  2 Weeks     3 Weeks

Corning Observer      Post for:  2 Weeks     3 Weeks  
(Wednesdays Only)

Redding Record Searchlight      Post for:  2 Weeks     3 Weeks  
(Wednesdays and Weekends)

Chico Enterprise Record      Post for:  2 Weeks     3 Weeks  
(Weekends Only)

Other: \_\_\_\_\_      Post for:  2 Weeks     3 Weeks

**FOR HRS OFFICE USE ONLY**

Date Received: \_\_\_\_\_      Posted Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_      Time: \_\_\_\_\_

Email Timeline to Screeners/Interviewers

Test Date: \_\_\_\_\_      Time: \_\_\_\_\_      Room: \_\_\_\_\_

Sent to Paper Screeners Date: \_\_\_\_\_

Interview Date: \_\_\_\_\_      Time: \_\_\_\_\_      Room: \_\_\_\_\_

Prep Interview folders

Recommendation & Reference Forms to Managers Date: \_\_\_\_\_

Release remaining applicants