

### PERSONNEL ACTION AUTHORIZATION

This form is used to:

- Establish a Position (classified, 1500 hour wage, A/P Faculty)       Recruit to fill a vacancy in an established position
- Review a position for possible role change       Hire an employee in a temporary position
- A blanket PR23 authorization. Action indicated is for multiple positions of the same class.  
Number of positions: \_\_\_\_\_

SECTION I.

Department \_\_\_\_\_ Position Number(s) \_\_\_\_\_

Department Fax Number \_\_\_\_\_

Job Title/Rank \_\_\_\_\_ Number of Months Employed \_\_\_\_\_

Functional/Internal Title \_\_\_\_\_

Date Vacated \_\_\_\_\_ -or-  New Position Budget Code \_\_\_\_\_ %

Last/Current Incumbent \_\_\_\_\_ %

Anticipated Effective Date of Hire or Role Change \_\_\_\_\_

SECTION II.

- Position To Be Advertised     1500 Hour Wage     Classified     A/P Faculty     Temporary Position

SECTION III. DUTIES AND RESPONSIBILITIES: (Summarize only essential functions and general duties)

QUALIFICATIONS: (List as knowledge, skills & abilities)

CONDITIONS: (Specify if position requires overtime, shift work, lifting, or other special circumstances)

SECTION IV. SPONSORED PROGRAMS APPROVAL: (REQUIRED ONLY IF POSITION IS SUPPORTED BY SPONSORED PROGRAMS FUNDS)

Project Director/Account Manager \_\_\_\_\_ Date \_\_\_\_\_

Sponsored Programs Approval \_\_\_\_\_ Date \_\_\_\_\_

SECTION V. SIGNATURE APPROVAL

Supervisor/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

SECTION VI. BUDGET APPROVAL

Budget Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Sub Program \_\_\_\_\_ Fund \_\_\_\_\_

SECTION VII. HUMAN RESOURCES

Role Title \_\_\_\_\_ Role Code \_\_\_\_\_

Pay Band \_\_\_\_\_

Minimum Starting Salary To Be Advertised: (May be a range) \_\_\_\_\_