



FY24

POSITION AUTHORIZATION FORM

Classified (ESSA) 9-11 month 12 month

Exempt (non-union)

Certified (FEA & LTS 9 weeks or more)

Regular Non-Benefited Competitive recruitment not required

Requires competitive recruitment

Section A - POSITION INFORMATION (To be completed by supervisor/HR seeking to fill the position)

Position Title: Work Location:

Days/yr: Cost Center: Effective Date:

Hrs/day: Grade/Range: Ending Date:

FTE: Salary/Hourly Rate: Job Posting #

Employment/contract type:

Regular Temporary Finishing out school year (Temp Contract)

Long Term Sub Teacher (9 weeks or longer) Long Term Sub Teacher (9 weeks or less)

Reason:

Resignation Change of Assignment Other; explain or attach explanation Retirement New Budgeted position (Section B must be completed) Leave of Absence

Full name of employee vacating position:

Hiring Administrator Date

Section B - POSITION AUTHORIZATION/VERIFICATION OF POSITION FUNDING

This section must be completed and signed for new budgeted positions.

Administrative Services /Grants Office Representative Date Position ID:

Job Type:

Section C - HIRE RECOMMENDATION

Upon final approval, HR will contact the hiring administrator informing them a job offer can be made to selected candidate.

ESSA Applicant is Highly Qualified

Recommended Candidate for Hire: f#

Staffing and Operations Manager Date Director of EEO Date

B/G check not required B/G check required and sent Background Check Approved Date