



County of Marin
Personnel Requisition Form
Human Resources Department
PMR 30 – Recruitment and Application Process

TO: Human Resources Department

DATE:

FROM:

Department & Division

Budget Center No.

1.

of Vacancies

Class Title

Monthly Salary

2. VACANCY INFORMATION

New Position

Replacement

If Replacement, Fill out name/title of person(s) leaving

Position Control #:

EEO Code:

(One 5-digit Control Number per box)

Position Available Date:

3. TYPE OF RECRUITMENT

Open

County Promo

Department Promo

Conduct New Recruitment

Use Existing List (If Available)

4. STATUS OF POSITION

Regular

Full-Time

Extra-Hire

Part-Time (HOURS/DAYS)

5. ELIGIBLE LIST(S) (in accordance with Personnel Rules & Regulations)

Transfer

Re-Employment

6. AFFIRMATIVE ACTION/SPECIAL REQUIREMENTS

No Underutilization

Underutilization does exist for the following protected groups

List underutilized Groups here:

7. CERTIFICATION INFORMATION

Person to Receive Certification & Interview Candidates

Start Date

Phone Number

Person Scheduling Interviews

Comments:

8. APPROVALS

Division Chief

Department Head

H R Department Review

CAO Department Approval [As Required]

ORIGINAL: TO HUMAN RESOURCES DEPARTMENT ▲ COPY: TO AFFIRMATIVE ACTION OFFICER ▲ COPY: RETAINED BY DEPARTMENT

PERSONNEL REQUISITION INSTRUCTIONS

1. Indicate the number of vacancies for which you are requesting certification, then the title of the vacant position and current monthly salary.
2. Indicate, by a check mark, whether it is a new position or a replacement. If replacement, please include name(s) and title of employee(s) being replaced. Indicate the date the position will be open for appointment (available date). This date should include adding in vacation of person leaving if an overlap is not going to be requested. Also indicate the position control number(s) for the vacancy, along with the appropriate EEO code for this classification. The EEO code can be found in your salary book.
3. Indicate by a check mark, the type of recruitment requested, either open or promotional. Also indicate if you want a new recruitment and exam to be conducted or if you would prefer the existing eligible list. Your request will be considered based on the Personnel Rules that govern the duration on eligible lists.
4. Under Status of Position, check if full-time, part-time or extra-hire, and number of hours worked per day and/or days worked if other than a regular full-time schedule.
5. Under Eligible list(s) check if you wish to be certified Transfer or Re-employment eligibles only. The blank space is for noting any other eligible list which might be desired.
6. The Affirmative Action/Special Requirements lines provide the department space to indicate their deficiencies in protected group members (i.e. gender and/or ethnic) and whether service to the public would be improved with a bilingual employee as required by the Affirmative Action Implementation Plan. Specify deficiencies in comparison with County or departmental goals and timetables from the listed protected groups. HR will also identify underutilization of protected groups based on current AA information in an acknowledgement memo after this requisition is received.
7. Certification information should include the name and County phone number of person scheduling the hiring interviews in addition to the interviewer's name.

The Comment lines are added to provide any related additional information including special recruitment instructions. For example, if this is a position where typing may or may not be required, i.e. Senior Clerk/Typist, please indicate whether or not the vacancy you have is a typing or non-typing position.

8. Approval Section should contain all required signatures. If the CAO's Department has indicated a hiring freeze is present, this form should be routed to the CAO prior to sending it to the HR Department. Upon receipt of this form, HR will send an acknowledgement receiving this requisition to the appointing authority.

NOTE: Under the Biweekly Payroll-Personnel System, the Human Resources Department can not certify eligible names to a department until after the 101 Form terminating/promoting the previous incumbent has been processed and a confirming new 101 Form has been generated.