

POSITION REQUISITION

Procedure:

1. When a new position is needed, a [Position Requisition](#) form must be submitted to the Personnel Department for classification. For unclassified positions the supervisor completes Section I then meets with the HR Director/School Attorney for completion of the form and classification of the position.
2. If the position requested is a classified civil service position, or if the jurisdictional classification is unknown, a completed civil service [New Position Duties Statement](#) is to be attached to the [Position Requisition](#) form. Refer to the Instructions for Completing the [New Position Duties Statement](#).
3. The Position Requisition form is to be forwarded to the appropriate Program Administrator and Assistant Superintendent for review and approval.
4. The HR Director/School Attorney will forward the completed [Position Requisition](#) to the District Superintendent for approval and recommendation to the Board of Education.
5. If the position is no longer needed, it should be abolished. Position vacancies will not be transferred to other work locations/programs to avoid creating and authorizing new positions.