



Human Resources Use Only
Position Control#
Salary

HUMAN RESOURCES Vacancy Request Form

Human Resources Use Only
Vacancy #:
Range:

1. POSITION INFORMATION

Position Title _____ Name of hiring supervisor: _____ Supervisor Phone Number: _____

The position is: New Existing: replacing whom?

Division Name _____ Section Name _____

Worksite Choose one . . . _____ Halogen Evaluating Supervisor: _____

Range: Choose one . . . _____ Work Phone # _____

Status: Exempt Non-Exempt Temporary (no benefits) Contracted Temporary (benefits) *
 * Contract Temporary Eligible for Market Increases? Yes No Merit Increases? Yes No

Retirement System: ASRS PSPRS None
 * NOTE: an Alternate Contribution Rate may be applied to an employee who is rehired after retiring from ASRS or PSPRS.

Hours: Full-time Part-time: number of hours per week _____

Work Days: Monday – Friday Other _____ Will employee rotate shifts? Yes: how often? _____ No

Work Schedule: Winter Hours: From _____ To _____ Summer Hours: From _____ To _____ Hours Vary

The employee receives a uniform allowance: No Yes: how much? \$ _____ when paid? _____ paid via p-card or payroll?

This position requires a commercial driver's license: Yes No

This position has a residency requirement: Yes No

2. ADVERTISING INFORMATION

Position will open and close on a Friday. Print advertisements will be placed on Sunday, unless otherwise specified.

The position should be advertised: One Week Two Weeks Three Weeks Open Until Filled Other

Advertise: Open to Public Organization Division Section Miscellaneous: name _____ pay rate _____

Classified Salary Range: Advertise Min Advertise Min to 6% Advertise Min to 12% Advertise Other

Exempt Salary Range: Advertise Min Advertise Min to 6% Advertise Min to 12% Advertise Other

Broadband Salary Range: Advertise Min Advertise Min to 6% Advertise Min to Mid Advertise Other

Skill Based Pay Salary Range: Advertise Block 1 Advertise Other

Do you want to receive advertising recommendations from the approved advertising vendor before finalizing the advertising selections? Yes No

Are there professional organizations/networks you want to post the approved announcement to? Yes No

Will you post this approved Vacancy Announcement on the professional networks or would you like the vendor to post to the networks for a fee? I will post myself Please have the vendor post for a fee to the following organizations:

Select the publication(s) for advertising **and** indicate the number of times to run the advertisement in each:

Publication	...	# of weeks	Publication	# of weeks
Publication		# of weeks	Publication	# of weeks
Publication		# of weeks	Other	_____ # of weeks

Combine this advertisement with others to reduce advertising costs: Yes No

Specify unique information about the position that should be included in the advertisement:

Charge advertising to (new Innoprise format): Fund Div Sec Prog Func Acct 4271

3. JOB DESCRIPTION INFORMATION

Attach the current job description to this form prior to submittal to Human Resources. Current job descriptions may be found at <http://www.flagstaff.az.gov/index.aspx?NID=654>

The job description has changed: Yes – attach a redlined job description (e-mail electronic copy) No

Advertising should include the official job description or the working job description (attached)

Any changes to the job description will be reviewed by Human Resources and the hiring supervisor will be contacted prior to advertisement.

4. BUDGET INFORMATION

This position is budgeted: Yes No (if no, submit a Personnel Change Request form before routing this VRF)

The full-time equivalent (FTE) included in the budget is _____

Charge Personnel to: Fund ___ Division ___ Program ___ CAFR ___ Description _____ Percentage (%) _____

(old Naviline format) Fund ___ Division ___ Program ___ CAFR ___ Description _____ Percentage (%) _____

Fund ___ Division ___ Program ___ CAFR ___ Description _____ Percentage (%) _____

Fund ___ Division ___ Program ___ CAFR ___ Description _____ Percentage (%) _____

Fund ___ Division ___ Program ___ CAFR ___ Description _____ Percentage (%) _____

This position is temporary: Yes No Duration of temporary position: Start Date _____ End Date _____

Please select one of the options below **if this is a temporary position:**

- This temporary position will work less than 19.75 hours per week
- This temporary position will work more than 19.75 hours per week.

5. ADDITIONAL INFORMATION

This position will need:

Computer log in/e-mail access required

Cell phone: new existing number: _____

Take Home City Vehicle

Smartphone: new existing number: _____

Purchasing Card

Laptop: new existing

Innoprise Access to: Financials ComDev

Naviline access to: Payroll Personnel Action Forms

6. APPROVALS

1. _____
Section Head Date

2. _____
Division Director Date

3. _____
Deputy City Manager (new positions only) Date

4. _____
Human Resources Supervisor Date