

COUNTY OF RIVERSIDE HUMAN RESOURCES/DPSS DEPARTMENTS

REQUEST TO FILL A VACANT POSITION (DPSS 1546)

Complete all appropriate sections. Be specific. When completed submit form to DPSS HR.

To be completed by Central HR:

Date Received:	Req#:	Search #:
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To be completed by DPSS HR:

DPSS HR Initials:		Date Posted:	
P C #:	Class Code:	Date to Co. HR:	DPSS HR Clerk:
Approval: Fiscal <input type="checkbox"/>		Administration <input type="checkbox"/>	
		DPSS Human Resources <input type="checkbox"/>	
Denial/Cancel <input type="checkbox"/>	Reason:	Sup. Notified <input type="checkbox"/>	Co. HR Notified <input type="checkbox"/>
		Hold/Cancel Date:	

Section B - To be completed by requesting supervisor/manager:

Contact Person:		Contact Phone:		Date:
1 st Line Supervisor:		2 nd Line Supervisor:		
City Location:	Position Type:		Shift:	
Division:	Unit:		Position Title:	
If existing position, name of employee vacated by or position number:				
Reason Vacated:		Date Vacated:		
If new position, fiscal year position budgeted in:		List Type:		
Request type:		Is other than New, Requisition # if known:		
Underfill?	If yes, level to be recruited and filled:			
Detailed description of position duties & responsibilities (if job spec. is not adequate):				
Required <u>K</u> nowledge, <u>S</u> kills, & <u>A</u> bilities (KSAs) (Education; professional licenses/certifications; related experience; computer software/hardware skills; supervisory/management skills that the candidate <u>must</u> possess perform the job.):				
Desired <u>K</u> nowledge, <u>S</u> kills, & <u>A</u> bilities (KSAs) (Education; professional licenses/certifications; related experience; computer software/hardware skills; supervisory/management skills that may be learned on the job or used to establish the top candidates, and are not listed in the Requirements section.):				
Driver's License required?	Physical Competencies (Check only if required to perform the job.):		Language Other Than English?:	
If yes, Class required?	<div><input type="checkbox"/> Extensive walking</div>		<input type="checkbox"/> Standing up to 4 hrs. per day	
	<div><input type="checkbox"/> Field work required</div>		<input type="checkbox"/> Standing 5 – 8 hrs. per day	
	<div><input type="checkbox"/> Lift 15 – 30 lbs.</div>		<input type="checkbox"/> Prolonged kneeling, bending, stretching	
	<div><input type="checkbox"/> Lift 30 – 50 lbs.</div>		<input type="checkbox"/> Subject to weather conditions	
	<div><input type="checkbox"/> Sitting up to 4 hrs. per day</div>			
	<div><input type="checkbox"/> Sitting 5 – 8 hrs. per day</div>			

Section C - To be completed by Division Director or designee:

Division Authorization (signature):	Date:
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Laid off employees must be interviewed, with written results received by Central Human Resources prior to generation of another hiring certification list. An employment offer may be made from a previous certified list without re-interviewing, providing the following conditions are met: (1) The offer is made within 3 months of the hiring certification list date; (2) The position offered is for the same classification, interviewer, and location; (3) The candidate previously interviewed is still available; (4) DPSS HR Clerk must be notified before job offer is made. **Failure to follow these guidelines may result in a delay in processing the new employee.** To be considered for interview, candidates must have a current resume on file with Central Human Resources, be certified among the highest qualified by a Human Resources recruiter, and/or meet the qualifications of the Approved Local Merit System.

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Continued from page 1:

Detailed description of position duties & responsibilities continued (if job spec. is not adequate):

Required Knowledge, Skills, & Abilities (KSAs) continued (Education; professional licenses/certifications; related experience; computer software/hardware skills; supervisory/management skills that the candidate **must** possess perform the job.):

Desired Knowledge, Skills, & Abilities (KSAs) continued (Education; professional licenses/certifications; related experience; computer software/hardware skills; supervisory/management skills that may be learned on the job or used to establish the top candidates, and are not listed in the Requirements section.):