

KLAMATH COUNTY HUMAN RESOURCES EMPLOYMENT REQUISITION FORM

A. To be Completed by Department	
Department:	Job Title:
<input type="checkbox"/> Replacement of Existing Position <i>Replaces:</i> <input type="checkbox"/> New Position* <i>* attach justification for new position approved by BOCC OR attach budget committee approval if a newly approved position.</i>	Does this position involve the regular operation of a County vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Full-time <input type="checkbox"/> Half-time <input type="checkbox"/> Part-time <input type="checkbox"/> Part-time/On-call <input type="checkbox"/> Emergency (<i>maximum 30 days</i>)	G/L Number:
<input type="checkbox"/> External Recruitment Internal Recruitment: <input type="checkbox"/> Departmental Only <input type="checkbox"/> All County Employees Recruitment Duration: <input type="checkbox"/> 5 Days (Internal) <input type="checkbox"/> 10 Days <input type="checkbox"/> Open until Filled <input type="checkbox"/> Other _____	Recruitment Tools: <input type="checkbox"/> County's Website <input type="checkbox"/> State Employment Division <input type="checkbox"/> Herald & News Classified Ad <input type="checkbox"/> Other (please specify)
Hours Per Week: FTE:	Typical Work Schedule:
Hiring Authority to be Contacted:	Job Description Reviewed & Approved for Posting by:

B. To be Completed by Human Resources	
Pay grade:	FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Salary range:	WC # _____ EEO Type _____ Job Function _____
Union Affiliation: <input type="checkbox"/> 737 <input type="checkbox"/> 701 <input type="checkbox"/> ONA <input type="checkbox"/> KCPOA <input type="checkbox"/> DDA <input type="checkbox"/> KCSA <input type="checkbox"/> FOPPO <input type="checkbox"/> Non-Union	Job Description Verified: Signed by Department Head? <input type="checkbox"/> Yes <input type="checkbox"/> No Correct Pay Scale? <input type="checkbox"/> Yes <input type="checkbox"/> No Correct Status? <input type="checkbox"/> Yes <input type="checkbox"/> No Correct FLSA Classification? <input type="checkbox"/> Yes <input type="checkbox"/> No Does this position require a criminal background check? <input type="checkbox"/> No <input type="checkbox"/> DHS (Juvenile & MHDD) <input type="checkbox"/> County
Recruitment Number:	Posting verified and completed by:

C. Human Resource Director
<div style="margin-left: 50px;"> _____ Director <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____ </div>