

CONTRA COSTA COUNTY PERSONNEL REQUEST

Department Hlth Svcs/Hosp/Pittsb	Location Clerk - Exp Level	Classification JWXB	Shift Days	No. to be Empl. 1	CONTRA COSTA COUNTY HUMAN RESOURCES DEPT. 2011 JAN 18 AM 10:20
Permanent Position Nos. 12098		<input type="checkbox"/> New Position <input type="checkbox"/> Promotion <input type="checkbox"/> Reassignment <input type="checkbox"/> Separation <input type="checkbox"/> Leave of Absence			
COPERS Agency No. A-18		Date Vacated _____ By _____			
Finance System Budget Unit No. 0540 Org. No. 6388					
<input type="checkbox"/> Temporary Help Necessary Because _____ <input checked="" type="checkbox"/> Action Required Please flex position down.					CONTRA COSTA COUNTY HUMAN RESOURCES DEPT. 2011 JAN 26 PM 3:38
Employment Duration: From _____ To _____ Employment Type: <input checked="" type="checkbox"/> Perm Part Time 32/40 <input type="checkbox"/> Request Eligibles to Contact us for Appointment.					
Call _____ Phone _____					
Shelley Pighin, HSD Personnel Officer 1/14/11 Signature of Appointing Authority Date					

Special Certification Requested: (Type) Suspension of competition and Direct Appointment approved by the Director of Personnel, Section 502 of PMR's for Vocational Rehab of [REDACTED]		
Approved for Director of Human Resources By: _____		
CERTIFICATION: Do not write in this section - Human Resources Department use only.		
Name, Address and Phone Number	Type List	Remarks
<input type="checkbox"/> Classified <input type="checkbox"/> Rule of 1 <input type="checkbox"/> Rule of 5 <input type="checkbox"/> Rule of List <input type="checkbox"/> Incomplete Certification <input type="checkbox"/> Exempt <input type="checkbox"/> Rule of 3 <input type="checkbox"/> Rule of 10 <input type="checkbox"/> No Eligibles to Refer <input type="checkbox"/> See Attached Printout		
The above persons are certified eligible for appointment and have been so notified. It is advisable to interview all eligibles.		
Date _____ Approved for Human Resources Department _____ <input type="checkbox"/> Authority to Nominate for Provisional Appointment <input type="checkbox"/> Authority to Make Temporary Appointment		
Because insufficient eligibles are immediately available or no employment list exists for the class described in your request, authority is given to nominate/select any individual meeting the requirements for the class as stated on the specifications. A completed application must be submitted for review and determination as to whether the individual meets the minimum qualifications prior to commitments for employment.		
Date _____ Approved for Human Resources Department _____		

APPOINTMENT From the above certified eligibles, the following person or persons are being appointed:									
Social Security No.	Emp. No.	Name	Pos. No.	Pay Series	Pay Level	Pay Step	Pay Rate	Date Effective	Type Appointment
1. [REDACTED]	51602	[REDACTED]	12098	3RH	0750	4	\$2485.67	1/3/11	PPT 32/40
2.									
3.		(REHAB AGREEMENT)							ATA Schedule 2.
4.									
5.									
Date 1/14/11 Signature of Appointing Authority Shelley Pighin, HSD Personnel Officer Title _____									

CONFIRMATION COPERS Referral Appt. _____ COPERS Pos/E.H. Appt. _____	Approved for Human Resources Department Rafaela Mendez	Date 2-1-11
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