

# CONTRA COSTA COUNTY PERSONNEL REQUEST

Department <u>Hlth Svcs/MH/Mtz</u>	Location _____	Classification <u>Clerk-Exp</u>	Class Code <u>JWXB</u>	Shift <u>Days</u>	No. to be Empl. <u>1</u>	No. <u>201 NOV 17 PM 4:25</u> CONTRA COSTA COUNTY HUMAN RESOURCES DEPT COC-HR DEC 6/11PM 3:45
Permanent Position Nos. <u>8767</u>	<input type="checkbox"/> New Position <input type="checkbox"/> Promotion <input type="checkbox"/> Reassignment <input type="checkbox"/> _____ <input type="checkbox"/> Separation <input type="checkbox"/> Leave of Absence					
COPERS Agency No. <u>A-18</u>	Date Vacated _____ By _____					
Finance System Budget Unit No. <u>0467</u> Org. No. <u>5967</u>						

☐ Temporary Help Necessary Because \_\_\_\_\_  
 Flexible Staffing Classification \_\_\_\_\_  
☐ Action Required \_\_\_\_\_

Employment Duration: From \_\_\_\_\_ To \_\_\_\_\_ Employment Type: ☐ Temporary  
☒ Request Eligibles to Contact us for Appointment. ☐ Perm Full Time ☒ Perm Part Time 32/40  
☐ Perm Intermittent

Call \_\_\_\_\_  
 Phone \_\_\_\_\_

Signature of Appointing Authority Dorette McCollumn/HSD Personnel Officer 11/17/11  
 Date

Special Certification Requested: (Type) Filled via Vocational Rehabilitation Agreement-See Attached  
Suspension of Competition and Direct Appointment approved by the Director of Personnel  
section 502 of PMRs 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

☐ Classified      ☐ Rule of 1      ☐ Rule of 5      ☐ Rule of List      ☐ Incomplete Certification  
☐ Exempt      ☐ Rule of 3      ☐ Rule of 10      ☐ No Eligibles to Refer  
☐ 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 \_\_\_\_\_  
☐ Authority to Nominate for Provisional Appointment      ☐ 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]	67727	[REDACTED]	8767	3RH	0750	5	\$2662.27	11/7/11	32/40
2.	<u>CANCEL LOCAL 1</u>								
3.	<u>START LOCAL 2700</u>								
4.									
5.									

Date 11/17/11 Signature of Appointing Authority Dorette McCollumn/HSD Personnel Officer

**CONFIRMATION**  
 COPERS Referral Appt. \_\_\_\_\_ COPERS Pos/E.H. Appt. \_\_\_\_\_ Approved for Human Resources Department [Signature] Date 11/30/11

AK9 (10-95) HUMAN RESOURCES