Clear Print

Req. #: _____

PS Position #: _____

Personnel Requisition

California State University, Los Angeles — **Human Resources Management**

Job Classification	Working Title	Department

Position:
☐ New
☐ Replacement; person being replaced:

Position Number:
_____ _____ _____
Primary Fund Unit Job Code

Department Interviewer(s) & Extension(s)

Department Fiscal Authorization
Date _____

PeopleSoft Acct. # (Publication Advertising, if applicable)

JOB SPECIFICATIONS

Employment Conditions:
☐ Permanent
☐ Non-Tenurable (MPP)
☐ Temporary, expires on or before _____
☐ May Be Extended ☐ May Become Permanent
☐ Full Time
☐ Part Time
☐ On-Call

Work Schedule:
☐ 5/40 ☐ 4/40 ☐ Other
Work Days/Hours:

Recruitment:
☐ On Campus only
☐ On & Off Campus

Educational Background:
☐ Required: ☐ High School ☐ Degree - Major _____
☐ Preferred: ☐ Degree - Major _____

Budgeted Hiring Salary Range:
From: _____ To: _____

Remarks:

For HRM Use Only:

Open: _____ Incumbent: _____

Close: _____ Appt. Effective Date: _____

CB Unit: _____

Salary Range: _____ to _____

FLSA: ☐ Exempt ☐ Non-Exempt

Remarks: _____