

DFA PRE-APPROVAL POSITION REQUEST FORM

Approval must be obtained **prior** to recruitment. If answers to below questions confirm criticality of position, complete all fields and submit to your department leaders up to the most senior level (respective direct report to VC Cortez) and, if agreed, that **most senior level submits to DFA-HR@uci.edu** for "PMRC" review and approval

GENERAL

BUDGET

Department Name: _____ Proposed Compensation: _____
Department Contact: _____ KFS Account: _____
Dept. Contact Email: _____ Position # (if available): _____
Hiring Manager: _____

POSITION

Working Title: _____ Appointment Type: _____
Payroll Title: _____ *Casual/restricted & temporary excluded.* _____
Payroll Title Code: _____ FTE %: _____
Grade: (if applicable) _____ New/Replacement: _____
Salary Grade Range: _____ *If replacement, name of previous incumbent:* _____
Minimum \$ - Midpoint \$ _____ *If replacement, date prior incumbent left:* _____
Recruitment Type: _____ Other relevant detail: _____
(e.g. contract length) _____

Position Request Form - Supplemental Questions

Is the role mission critical and/or essential to operations? *(write below)*

Are there any qualified interim existing staff that could take on the additional duties? *(write below)*

Will a deferral in filling the position result in significant operation disruption or place compliance at risk? *(write below)*

Is this a permanent need or would temporary staffing address the need? *(write below)*

Has administrative processes recently been reviewed to ensure efficiency and application of "lean" principles? *(write below)*