

EXAMINATION REQUEST FORM
CALENDAR YEAR: 2021

ATTACHMENT B

CLASSIFICATION TITLE: _____

A Priority High Medium Low

B Requesting Exam to be Given: Departmental Promotional Open

C Reason(s) for Exam Request - In Addition to Marking the Box(es) Below, Please Include a Brief Explanation:

Vacancies
____ Number of Current Vacancies
____ Number of Anticipated Vacancies (include location and estimated vacancy date)

TAU or T&D Expiration
_____ Expiration Date

Existing Position Reclassification - Indicate Status of Paperwork

No Existing Eligible List

Existing Eligible List Canvassed With No Success
_____ Approximate Date of Contacts

Existing Eligible List More Than One Year Old

New Position Created (include newly developed classifications) -
Indicate Status of Paperwork

D Provide Brief Explanation for Request

Outline any Recruitment Difficulties

Examination Request Form (Reverse)

E Please provide potential Subject Matter Experts (consultants, including persons in the classification and first line supervisors who supervise individuals in the testing classification) to work on the Job Analysis and develop exam material and State Service Representatives (panel members who are supervisory and at least one level above the testing classification) below:

Subject Matter Experts

Name: _____

Title: _____

Phone Number: _____

Name: _____

Title: _____

Phone Number: _____

State Service Representatives

Name: _____

Title: _____

Phone Number: _____

Name: _____

Title: _____

Phone Number: _____

Approved By: _____

Date: _____

Deputy Director/Branch/Office Chief/Regional Manager

Requesting Unit: _____

Contact: _____

Phone Number: _____

Return to: Human Resources Branch
Attention: Maria Luna, Exam Manager
1416 Ninth Street, Room 1217b
Sacramento, California 95814

Please return in envelope marked confidential

TO ENSURE THE EXAMINATION UNIT PROPERLY EVALUATES YOUR REQUEST – COMPLETE THIS FORM IN ITS ENTIRETY