



RPA#:

Position #:

Classification Title:

Working Title:

Location County:

(1 county only, if position location is tentative include wording in "Working Conditions" that position may located in alternate location)

Tenure/Time Base:

Perm/FT

Perm/PT

Fraction

LT/FT

LT/PT

Fraction

Perm Intermittent

Hours per month

Non-tenured, intermittent (Seasonal, Sci Aid)

Number of positions:

(positions must be identical, i.e. same supervisor, location, duties, etc)

Post Date:

Advertising period:

Business Days(min. of 10 business days)

Until Filled

FFD:

Special Requirements:

California DL

Certificate

Professional License

Hiring Options:

Internal only

SROA/Surplus only

TAU

T&D

Additional Classes to be Considered: (For Recruitment Purposes, i.e. swing positions)

Hiring Contact: (person to call for clarification on duties of the position-include phone number and email)

Access: **Hiring Unit Contact/Liaison**

Hiring Supervisor

Required App Items:

Resume Required

Criminal Record Supplemental Questionnaire

Copy of Degree/Transcripts

Supplemental Questionnaire/Statement of Qualifications

Other (i.e. Cover Letter):

Salary:

(*If different from pay scale, otherwise leave blank)

SOQ Instruction/Supplemental Questions:

Dept. Info:

Duties: Brief description of job duties (limited to 3,000 characters)

Desirable Qualifications: i.e. "Strong customer service skills"

Special Requirements: i.e. "must be able to lift 50 lbs."

Working Conditions: i.e. "OSPR is a 24-hour oil and pollution spill response organization"

Verbiage at the end of Working Conditions:

Other items to be included in advertisement:

Custom Sections Tab:

CUSTOM SECTIONS TAB (FILING INSTRUCTIONS):

CUSTOM SECTIONS TAB (PERSONAL LEAVE PROGRAM INFORMATION):

CUSTOM SECTIONS TAB (POST & BID):