

**VACANCY POOL POSITION REQUEST**

**Instructions:** Programs may request a Vacancy Pool position by completing and submitting the Vacancy Pool Position Request (DFW 1090) to [VacancyRule@Wildlife.ca.gov](mailto:VacancyRule@Wildlife.ca.gov). All requests must be reviewed and signed by the respective Branch Chief, Regional Manager, or Deputy Director prior to submission. Requests will be reviewed by the Executive Review Committee (ERC) and the ERC will make a recommendation to the Chief Deputy Director. Requests must include the Request for Personnel Action (RPA) cover page, justification, org chart, and duty statement for the proposed position. The RPA number and the information pertaining to the current vacant position are not required. Please complete the following:

Program:	Proposed Classification:
Indicate the program(s) the classification will support and briefly describe the importance to the Department.	
Does the program have current vacancies that an RPA has not been submitted for?    Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list the vacant positions and describe why de-prioritizing one of those positions to fill this need is not a viable option.	
Please summarize why other alternatives (e.g., managing expectations, temporary help, reprioritization, contract, partnerships) cannot fulfill this need.	

**VACANCY POOL POSITION REQUEST**

Will the duties fulfill an articulated priority of the current Governor's administration or Director's request (e.g., Executive Order, Emergency Proclamation, agreement, initiative)? If yes, please identify the priority.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Print Name:		Title:	
Branch Chief, Regional Manager, or Deputy Director Signature:		Date:	

**Note:** The losing program is responsible for initiating the RPA to redirect the position within seven business days. Redirected positions are subject to the six-month Vacancy Rule as of the date the RPA is initiated.