

JUSTIFICATION FOR FILLING A VACANCY

Step 1: HUMAN RESOURCES completes and routes to ASSISTANT SUPERINTENDENT				
Office:	Job Title:		Position#:	
Previous Incumbent:	Vacancy Date:	Previous Incui	mbent Salary:	
Appointment Type:	Current Means of Finance:			
Date SF-3 Created:				
Step 2: ASSISTANT SUPERINTENDENT works with HIRING MANAGER to obtain information on the position				
I have reviewed the position description (SF-3) that was provided by HR and the SF-3 is:				
☐ Accurately reflects the work of this position — updated SF-3 not needed				
☐ Does not accurately reflect the work of this position — an updated SF-3 will need to be submitted to HR if approved				
Summary of the Job Duties (not the SF-3):				
What are the consequences if this position is not filled?				
Priority & Focus Area Alignment (Believe to Achieve):				
Is anyone currently performing these or similar du	uties? □ Yes – provide details	below	□ No	



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Does the anticipated salary vary from the previous incumbent? ☐ Yes − <i>provide explanation below</i> ☐ No				
Proposed Means of Finance: *Any position with state general fund (GGF) will require an additional approval from the Office of			
Planning and Budget (OPB) before it can be posted.				
Step 3: ASSISTANT SUPERINTENDENT REVIEW AND RECOMMENDA	ATION			
This request has been reviewed for consideration and I recommer	d the following:			
☐ I recommend this position to be filled – routes request to superintendent for approval				
☐ I do not recommend that this position be filled at this time – routes request to HR and notifies hiring manager				
Comments:				
Appointing Authority Signature	Date			
Step 4: STATE SUPERINTENDENT APPROVAL				
State Superintendent Approval: ☐ Yes ☐ No				
Comments:				
Appointing Authority Signature	Date			
Step 5: COMPLETED FORM IS SUBMITTED TO HUMAN RESOURCES				
For Human Passauras ONLY				
For Human Resources ONLY				
Date Received:				
□ NER Received				
☐ OPB Exemption Needed – Date Submitted:	Date Received:			
☐ Updated SF-3 Needed – Date Received:				



Process for determining to fill a vacancy and complete the form:

- 1. Employee submits resignation to manager.
- 2. Manager forwards resignation to assistant superintendent, chief of staff and HR director.
- 3. HR director notifies HR staff of employee's resignation.
- 4. Recruiting sends the Justification for Filling a Vacancy form and the current SF-3 to the assistant superintendent and chief of staff.
- 5. Assistant superintendent works with the hiring manager to complete the form and determine if the SF-3 needs to be updated.
 - Note: SF-3s for supervisory positions must be updated prior to posting/filling a vacancy.
- 6. Hiring manager completes the form and updates the SF-3 (if necessary), and returns these forms to the assistant superintendent for review and consideration.
- 7. Assistant superintendent reviews the request for consideration.
 - a. If the assistant superintendent does not support filling the vacancy, he/she will notify the hiring manager and HR (recruiting).
 - b. If the assistant superintendent supports filling the vacancy, he/she will discuss with the superintendent.
- 8. The superintendent will review the request for consideration and notify the assistant superintendent and HR (recruiting) whether the position can be filled or not.
- 9. Assistant superintendent will notify the hiring manager of the superintendent's decision.
 - a. If the superintendent does not approve the vacancy, HR will move the vacant position to the unfunded org unit.
 - b. If the superintendent approves filling the vacancy, HR will move forward with the process for filling a vacancy.
- 10. HR will work with the hiring manager to route the NER for approval, submit updated SF-3 (if necessary) to Civil Service, submit a request for exemption to OPB (if funded with SGF), and obtain the necessary information to post the vacancy.