

Does the anticipated salary vary from the previous incumbent? Yes – provide explanation below No

Proposed Means of Finance: **Any position with state general fund (SGF) will require an additional approval from the Office of Planning and Budget (OPB) before it can be posted.*

Step 3: ASSISTANT SUPERINTENDENT REVIEW AND RECOMMENDATION

This request has been reviewed for consideration and I recommend 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 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.