



CLAYTON COUNTY PUBLIC SCHOOL SYSTEM  
DIVISION OF HUMAN RESOURCES  
**CENTRAL OFFICE HIRING APPROVAL FORM**

**Section A - To be completed by Department Head requesting the position**

Department/Location _____	Date _____
Department Head _____	Reason for Vacancy <b>(Resignation, Retirement, Internal Promotion, etc....)</b> _____
Position Requested _____	
Employee Being Replaced/EID (If Applicable) _____	Effective Date _____
Funding Source <input type="checkbox"/> General _____	Funding Source <input type="checkbox"/> Other _____
Class Code _____	PCN _____

**Section B - Justification/Rationale to be completed by Department Head requesting the position**

**\*Section C- To be completed by Compensation Department**

Salary Range \_\_\_\_\_

Grade/Schedule \_\_\_\_\_

Days Per Year \_\_\_\_\_

Compensation Staff \_\_\_\_\_

Date \_\_\_\_\_

**Section D - To be completed by Deputy/Chief**

Approved     Denied

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Deputy/Chief

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Date

**Section E - To be completed by the Superintendent**

Approved     Denied

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Superintendent

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Date

**Return to:** Jamie Wilson, Chief of HR  
C: Deputy/Chief  
Lisa Domzal, Position Control