

# 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			
Position Requested		Reason for Vacancy (Resignation, Retirement, Internal Promotion, etc)	
Employee Being Replaced/EID (If Applicable)		Effective Date	
Funding Source	🗆 General	Funding Source	□ 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 E – To be completed by the Superintendent

Approved	□ Denied	
		Superintendent
		Date

Return to: Alisha Albritten, Interim Chief Human Resources Officer C: Deputy/Chief

Lisa Domzal, Position Control

### Section D – To be completed by Deputy/Chief

□ Approved	□ Denied	
		Deputy/Chief
		Date