

REQUEST TO POST VACANCY

Date Submitted: 7/12/21_____

Title of Position: Business Support – Payroll/HR Grade/Step or Lane/Step: 7

New Replacement position – Replacing whom: Justin Crum

Full Time Hours per Day Anticipated hire date: As soon as possible.

Job description attached: X Yes ___ No Supervisor: _Kevin Davis

Posting: Internally Only XXX Internal/External

Suggestions for External Posting:

Approved:
 Business Manager

Date:

Approved:Kevin Davis
 Superintendant

Date:7/12/21

Original retained by Superintendent's Office; Copy sent to Originator