



# City of Oxnard Request To Fill Vacancy

Requested by: \_\_\_\_\_ Ext.: \_\_\_\_\_ Date: \_\_\_\_\_  
(Appointing Authority)

Job Title: \_\_\_\_\_ Bilingual:  Yes  No

Class of Driver's License Requirement: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_

Existing Position: Replacing: \_\_\_\_\_

New, or  Re-classified Position: Former Title: \_\_\_\_\_

Account No: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

**Assignment Profile: (Please check one box, per column below.)**

<b>Type of Appointment</b>	<b>Type of Recruitment</b>	<b>Schedule</b>	<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> Th	<input type="checkbox"/> F	<input type="checkbox"/> S	<input type="checkbox"/> Su
<input type="checkbox"/> Full-Time/Regular	<input type="checkbox"/> Open	<input type="checkbox"/> 4/10							
<input type="checkbox"/> Part-Time/Regular	<input type="checkbox"/> City-Wide Promotional	<input type="checkbox"/> 9/80							
<input type="checkbox"/> Extra-Help (960 hour maximum)	<input type="checkbox"/> Departmental Promotional	<input type="checkbox"/> 5/40							
<input type="checkbox"/> Limited Term		<input type="checkbox"/> Fire: <input type="checkbox"/> Shift <input type="checkbox"/> Admin.							
		<input type="checkbox"/> Police: <input type="checkbox"/> Sworn <input type="checkbox"/> Non-sworn							
		<input type="checkbox"/> Other: _____							

Shift Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Hours/Week: \_\_\_\_\_

**Reason for Request to Fill Vacancy:** (Are there any critical or special circumstances that need to be considered? If request is an overfill, please state why this additional position is needed and if the department/division has budget funds available to pay the additional costs.)

\_\_\_\_\_  
Signature of Appointing Authority Date

\_\_\_\_\_  
Signature of Department Director Date

<b>Human Resources Department – Internal Use Only:</b>	
Review Completed By Human Resources for:	
<input type="checkbox"/> Budgeted Position	<input type="checkbox"/> Vacancy
<input type="checkbox"/> Overfill	<input type="checkbox"/> Anticipated Vacancy as of: _____
	Initial/Date
_____ Approved by City Manager	_____ Date