



# County of San Benito

## Hiring Approval Request Form

<b>To</b> Ray Espinosa, County Administrative Officer	
Hiring Manager Name: Joseph Frontella Title: Chief Probation Officer	Date: April 9, 2019 Initials of Deputy/Dept Head/Fiscal Officer, etc.: <i>JS</i>
Peer Mentor Class specification title  (If Levels Class e.g. I/II/III, specific at which level you want to fill the position/recruit for candidates; this may be multiple levels if desired)  <u>1215-999-99</u> Position Control Number  Merit Systems Position? Yes <input type="radio"/> No <input checked="" type="radio"/> (Circle One)  Conflict of Interest (Form 700) Position?  Y <input checked="" type="radio"/> N <input type="radio"/> (Circle One) Category _____ Form Completed by: Meg Bagley	FTE: _____ <input type="checkbox"/> Regular Position <input type="checkbox"/> Limited Position Expiration: _____ <input checked="" type="checkbox"/> Temp Position _____ < 30 Hours per Week _____ ≥ 30 Hours per Week  *Seasonal <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Hours per Week Duration of Employment: From _____ to _____  *A Seasonal Employee works a defined period and is gone (not working) for a period longer than he/she has worked before returning to work for the County.
Position Status	Date position became vacant, prior holder, and other details New position, approved by the Community Corrections Partnership on November 26, 2018. Please see attached.
Funding & Budget Unit	List Budget Unit/Identify funding source of position and any other details related to the funding of this position AB109 Funds

### Considerations/Special Requirements:

Summary of need, status of position:/Identify special equipment needed.


DEPARTMENT HEAD APPROVAL	HUMAN RESOURCES	BUDGET ANALYST
 Joseph Frontella Department Head Approval (Signature) Date: <u>4/10/19</u>	 Annie Barneo Human Resources Verification: (Signature) Date: <u>4/10/19</u> Existing Eligible List: _____	 Budget Analyst: (Signature) Date: <u>4/16/19</u>

### CAO Approval:

Signature	Date <u>4/16/19</u>
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# County of San Benito Hiring Approval Request Form

<b>To</b> Ray Espinosa, County Administrative Officer	
<b>Hiring Manager Name:</b> Joseph A. Frontella	<b>Date:</b> 03/27/19
<b>Title:</b> Chief Probation Officer	<b>Initials of Deputy/Dept Head/Fiscal Officer, etc.:</b> 
<b>Re-Entry Case Manager</b> <b>Class specification title</b> I (If Levels Class e.g. I/II/III, specific at which level you want to fill the position/recruit for candidates; this may be multiple levels if desired) <b>Position Control Number</b>  <b>Merit Systems Position?</b> Yes No (Circle One) <b>Conflict of Interest (Form 700) Position?</b>  <b>Y N (Circle One) Category</b> <b>Form Completed by:</b> Meg Bagley	<b>FTE:</b> 1.0  <input type="checkbox"/> Regular Position  <input type="checkbox"/> Limited Position Expiration: _____  <input type="checkbox"/> Temp Position _____ < 30 Hours per Week _____ ≥ 30 Hours per Week  <b>*Seasonal</b> <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Hours per Week <b>Duration of Employment:</b> From _____ to _____  <small>*A Seasonal Employee works a defined period and is gone (not working) for a period longer than he/she has worked before returning to work for the County.</small>
<b>Position Status</b>	Date position became vacant, prior holder, and other details New Position
<b>Funding &amp; Budget Unit</b>	List Budget Unit/Identify funding source of position and any other details related to the funding of this position AB 109 Funding

## Considerations/Special Requirements:

Summary of need, status of position:/Identify special equipment needed

DEPARTMENT HEAD APPROVAL	HUMAN RESOURCES	BUDGET ANALYST
 Department Head Approval (Signature)  Date: 3/29/19	Human Resources Verification: (Signature)  Date: _____  Existing Eligible List: _____	Budget Analyst: (Signature)  Date: _____

## CAO Approval:

Signature	Date
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