



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 _____	
Employee Being Replaced/EID (If Applicable) _____	Separation Date (If Applicable) _____
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 Coordinator (Y. Barber)**
***Only required for new positions**

Section D - To be completed by Deputy/Chief

Salary Range _____

Grade/Schedule _____

Days Per Year _____

Approved Denied

Deputy/Chief

Date

Section E - To be completed by the Superintendent

Approved Denied

Superintendent

Date

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