

UC Agriculture and Natural Resources Staff Position Management Form

Once all approval signatures obtained, submit to: humanresources@ucanr.edu and track via ServiceNow case.

Initiator Name:	Email:	Date:	ServiceNow Case #HRC000:
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POSITION INFORMATION

Request Type:	Position Effective Date:	Proposed Job Code:
Employee Class:	Proposed Payroll Title:	Salary Grade:
Department:	Proposed Start and End Dates:	% Time: Salary Plan:
Location Code :	Location Specifics: Office/Cubicle #	Fixed Variable Salary Plan Info
Supervisor Full Name:	Supervisor Position Number:	Information Populated By HR Ops if NEW; Populated by location if VACANCY
Timesheet Approver Name & Email:	Statewide Program:	
Backup Timesheet Appr Name & Email:		
		Position Number:
		Position Status:

RECRUITMENT INFORMATION

Identified Candidate: (complete 2nd page)	Yes	No	Candidate Name:	Rehire:	Yes	No	Working Title:
Position Working with Youth:	Yes	No	Fingerprint/ Background Check Type:				Job Posting Reviewer:
Student Status:	Yes	No	Campus Enrolled:	Units Enrolled: #	External Job Posting Sites:		
Position Desc. Submitted:	Yes	No	Posting Length Requested:				

JUSTIFICATION

Justification should include reason for position request, source of funding, any budgetary restrictions or relevant information about the contract/grant. For instance, if there are insufficient funds in the account for term of employment, identify how the position will be paid. If applicable, also provide: Previous Incumbent name, title, pay rate, % FTE, account.

UC Agriculture and Natural Resources
Staff Position Management Form - Exception Requests

Waiver of Open Recruitment

A waiver of recruitment may be requested in limited circumstances, should a qualified applicant be identified and meet the following criteria and justification reasons.

- **Career Position:** An appointment at a fixed or variable percentage of time at 50% or more of full time, for a year or longer.
- **Limited Term Position:** An appointment established at any percentage of time, fixed or variable, during which the appointee is expected to be on pay status for less than 850 hours in a 12-month period. Going beyond the 850-hour limit may inadvertently cause a violation of PPSM 20.

Justification Reasons (select all that apply):

This position is limited, less than one year not exceeding 850 hours total

This position is short term, any percentage of time 5 months or less

The Proposed Candidate has the relevant skills and knowledge to perform the duties

The Proposed Candidate has unique skills and abilities which are difficult to find during recruitment

This person has performed this position previously, or is currently employed in the unit

This person has previously been recruited for and is currently employed in the UC

There are demonstrated recruitment difficulties for this position

There are health and safety reasons which make recruitment difficult

I have attached a resume or CV for this individual

The proposed candidate is a retiree/rehire (additional approvals required)

Hiring Freeze: Exception to Openly Recruit

Effective April 01, 2025, UC ANR is acting under a hiring freeze. All positions are subject to the hiring freeze. In order to openly recruit for new or existing positions, please provide the approved justification criteria below:

Exception Criteria (select all that apply):

This position is critical to the mission of the organization.

This position is on gift, contract or grant and is fully funded.

There are no internal employees that could temporarily fill the role.

Not filling the position would cause significant business disruption or compliance risk.

BUDGET AND FINANCIAL INFORMATION

Fund Type:		<input type="text"/>	Composite Benefit Rate:	<input type="text"/>	Provision Amount (\$):	<input type="text"/>	New Provision:	<input type="text"/>
Fund Effect. Date	Fund End Date	Earn Code	Chart of Account (Entity-Fund-Financial Dept-Purpose-Program-Project-Activity-Task-Award)				Pay Dist % (Must add up to 100% per Earn Code)	

*GL (Entity-Fund-Financial Dept-Purpose-Program-Project-Activity)
 *PPM (*Entity-Fund-Financial Dept-Purpose-Program-Project-Activity-Task)

TOTAL:

Funding for Background Check/Fingerprints*:
Funding for External Job Posting*:
Funding for Misconduct Survey*:

ROUTING INFORMATION

Select the applicable routing option to ensure you receive appropriate and timely approvals.

Select Routing Flow* Statewide Program Research and Extension Center UCCE Administration Unit

Identify Financial Control Point: [UCPath Departments and Business Officer List](#)

SIGNATURES

Please sign the form electronically and send, by email, to the appropriate parties. Missing signatures could mean significant delays in approval and processing.

Supervisor (1)	<input type="text"/>	AVP (5)	<input type="text"/>
Director (2)	<input type="text"/>	RPM (5)	<input type="text"/>
Financial Control (3)	<input type="text"/>	HR (6)	<input type="text"/>
Statewide Program Director (4a)	<input type="text"/>	Vice Provost (Ad Hoc)	<input type="text"/>

*General Routing Workflow:

Statewide Program: Initiator -> Supervisor -> Director-> Financial Control -> SW Program Director -> AVP Hales -> RPM -> HR

Research and Extension Center: Initiator -> Supervisor -> Director-> Financial Control -> Director for REC System -> AVP Hales-> Financial Control -> RPM -> HR

Administrative Units: Initiator -> Supervisor -> Director-> Financial Control -> Interim AVP Bunge or Interim AVP Eftekhari -> RPM -> HR

All Others: Initiator -> Supervisor -> Director-> Financial Control -> AVP Hales -> RPM -> HR