

**MADERA UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

NEW POSITION REQUEST

REQUESTOR/TITLE:	DATE:
SITE/DEPARTMENT:	PHONE#:

**REASON FOR NEW POSITION (details):**

**POSITION INFORMATION:**

TO BE COMPLETED BY REQUESTOR			
Position Title:		Anticipated Start Date:	
<input type="checkbox"/> Certificated	<input type="checkbox"/> Certificated Mgmt	<input type="checkbox"/> Classified	<input type="checkbox"/> Classified Mgmt
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time - FTE%:	Hrs/day:	Days/wk:
Additional Information:			

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

*Submit form to Chief Human Resource Officer, Kent Albertson*

**APPROVAL PROCESS**

Superintendents Executive Counsel (SEC):

☐ Approved

☐ Denied

\_\_\_\_\_  
Authorized Designee

\_\_\_\_\_  
Date

TO BE COMPLETED BY CHIEF HR OFFICER ONLY			
Duty Calendar:		Salary Schedule:	
Range:	Step:	Starting Salary: \$	Ending Salary: \$
Health Benefits Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No		Vacation Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Information:			
Classified Positions Only: Personnel Comm: <input type="checkbox"/> Approved <input type="checkbox"/> Denied    Intls:    Date:			

**HR USE ONLY:**

Board Date:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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Route: 1<sup>st</sup>: Original to Position Control

2<sup>nd</sup>: Copy to Requestor

3<sup>rd</sup>: Copy to HR Specialist