

REQUEST TO FILL VACANT POSITION

Title of Vacant Position	
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Department	Division
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If temporary, expected dates of service	Start date	End date
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Number of vacancies	Post in-house only?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Post to public?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Check applicable union/ non rep position	ASEA <input type="checkbox"/>	IAFF <input type="checkbox"/>	PSEA <input type="checkbox"/>	IBEW <input type="checkbox"/>	Non Rep <input type="checkbox"/>

How long should position be posted publicly? (recommendation minimum of 2 weeks) <i>If union position, there may be a mandatory waiting period for public posting</i>	
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Reason for vacancy	Date position vacant
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Position verified in current FY budget?	YES <input type="checkbox"/> NO <input type="checkbox"/>	GRADE/RATE IN BUDGET?	
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Changes expected in upcoming FY budget?	
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ADVERTISING PLAN

Standard Advertising for all jobs – Managed by the Human Resource Department

- Sitka Tribe of Alaska/CCTHITA/TANF
- Job Service (Alaska Jobs)
- Sitka Daily Sentinel
- Indeed (Free, unless paid sponsorship)
- Alaska Municipal League Website
- City and Borough of Sitka Website (Employment Opportunities)
- Alaska Native Hire
- Sitka Soup

Other job boards where this opportunity should be advertised? If nothing is checked than Human Resources will assume only standard job board will be used.

- ICMA
- Indeed Sponsorship – HR manages login & posting.
- GFOA/AGFOA
- NACO:
- Other:
- Other:
- Other:
- Other:
- Other:
- Other:

GL account code to charge for recruitment costs:	
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Signature of position supervisor:	
Department head signature:	
Human Resource Director signature:	