When is a requisition required and who must approve? (2014)

For PRCs Updated 8/13/2014

Type of Position		Classification(s)	Recruitment Process	Need Req to fill?	Approved by?
Budgeted ("Regular")		Specified in Salary Ordinance	Must use existing list or recruit by CS process; Contact HR Analyst	Yes	Division / Dept only
	Unclassified	Specified in Salary Ordinance	Use of list/recruitment recommended but may not be required depending on circumstances; Contact HR Analyst	Yes	Division / Dept only
Agile ("Special Appointments")	Extra Help	Any applicable existing Classification	Must use existing list for represented positions; may not require CS recruitment depending on circumstances; Contact HR Analyst	Yes	Division / Dept; CMO (Final)
		Intern/Fellow I-II-III*	Contact HR Analyst		
	Term ("Extra-Help Agile" in NeoGov)	Any applicable existing Classification	Counted toward a limit (per agreement with Labor organizations); Management classifications are not counted toward the limit; Contact HR Analyst	Yes	Division / Dept; Department Head; HR (Final)
		Intern/Fellow I-II-III*; Special Projects Coordinator I-II-III	Not included in limit; Contact HR Analyst		
	Unpaid Intern	Intern/Fellow	Departmental	Yes - for tracking only	Division / Dept only
	Contractor	No classification	Departmental	No	N/A
	Volunteer	No classification	Departmental	No	N/A

^{*} **Note:** Paid Interns and Fellows can be hired either Extra-help (non-benefited) or Term (benefited).