



Req. #: _____

PS Position #: _____

Personnel Requisition

California State University, Los Angeles

Human Resources Management

Job Classification	Working Title	Department
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Position: New Replacement; person being replaced:	Position Number: _____ Primary Fund Unit Job Code
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Department Interviewer(s) & Extension(s)	Department Fiscal Authorization Date _____
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PeopleSoft Acct. # (Publication Advertising, if applicable) _____

JOB SPECIFICATIONS

Employment Conditions: Permanent Non-Tenurable (MPP) Temporary, expires on or before _____ May Be Extended May Become Permanent	Full Time Part Time On-Call	Work Schedule: 5/40 4/40 Other Work Days/Hours: _____	Recruitment: On Campus only On & Off Campus
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Educational Background:
Required: High School Degree - Major _____
Preferred: Degree - Major _____

Budgeted Hiring Salary Range:
From: _____ To: _____

Remarks:

For HRM Use Only:

Open: _____ Incumbent: _____
Close: _____ Appt. Effective Date: _____
CB Unit: _____
Salary Range: _____ to _____
FLSA: Exempt Non-Exempt
Remarks: _____