



Clyde L. Reese, III, Esq., Commissioner

Georgia Department of Human Services • Office of Human Resource Management & Development
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Critical Hire/Staffing Request

<input type="checkbox"/> Regular Full time employee		<input type="checkbox"/> Hourly		<input type="checkbox"/> Independent Contractor		
<input type="checkbox"/> Temporary time limited		<input type="checkbox"/> Temp Service		<input type="checkbox"/> Extended Services		
Organization:						
Position Status:	<input type="checkbox"/> Recently Vacated Position	<input type="checkbox"/> Position Vacant in Excess of 24 Months		<input type="checkbox"/> Newly Created Position / Function		
Position Title:						
Location of Position:						
PeopleSoft Job Code:				Pay Level:		
No of hires requested for position title:				Position Number(s):		
Annual Salary*:		X Benefits (.52331)		Total=		
Fund Source:	% State Funds:		% Federal or Other Funds:			
Cost of total current Vacant Positions for the Program: <i>(total salary x number of hires requested)</i>						
Funding Verified by:						
Estimated Start Date:						
Contact Person/Phone Number:						

*Current state employees are subject to the State Personnel Board Rules regarding promotions, demotions, and lateral transfers but may not be offered an amount exceeding the approved salary on the critical hire form.

Justification Statement:

What will this position (s) be responsible for? What are the implications of not filling the position?

Submitted by:		Date:	
Division/Office Director:		Date:	
DHS Commissioner Approval:		Date:	
OPB:		Date:	