



CHECKLIST FOR ASSIGNMENT TO VACANT HIGHER POSITION Exempt

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Department		

PREREQUISITE

Note: Prerequisite(s) must be completed and sent to Employment-Human Resources prior to completing this packet

[Assignment to Vacant Higher Position \(Exempt\)*](#)

REQUIRED

[Employment Status and Wage Notification](#)

[Job Action Request \(JAR\)](#)

REQUIRED (IF APPLICABLE)

[Advanced Step Hiring Request-New Employee Only*](#)

[Bilingual Questionnaire/Justification – Levels II or III*](#)

[Automobile Election Agreement-Exempt*](#)

[Bilingual Assessment & Compensation Request –](#)

[Bilingual Compensation Request – Level I*](#)

[Safety Unit](#)

[Bilingual Assessment & Compensation Request –
Levels II or III*](#)

[Form 700](#)

[Job Share Contract*](#)

*Special Districts: Send to Special Districts Human Resources

Incomplete Packets Will Be Returned