

JUSTIFICATION FOR PERSONNEL TRANSACTIONS DURING THE HIRING FREEZE

- | | |
|---|---|
| <input type="checkbox"/> Extension of Special Detail – Competitive | <input type="checkbox"/> Counter Offer |
| <input type="checkbox"/> Extension of Special Detail – Noncompetitive | <input type="checkbox"/> Management-initiated Corrective Action |
| <input type="checkbox"/> Extension of Mobility Assignment | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Extension of Clerical Pool Appointment | |

Agency Name: _____

Effective Date: _____ End Date (if applicable): _____

EIN#: _____ Employee Name: _____

CURRENT

Position Number: _____ Position Title: _____

Job Code: _____ Grade: _____

Base Salary (annual): _____ Funding Source: _____

PROPOSED

Position Number: _____ Position Title: _____

Job Code: _____ Grade: _____

Base Salary (annual): _____ Funding Source: _____

Please provide a brief explanation of the need to complete this personnel action and the expected impact to the agency or the employee if this action does not occur:

Agency Head or Authorized Designee

Date

Please provide a return email address: _____

ADOA Use Only

Marie Isaacson, HR Deputy Director

Approved Denied

Please submit this form electronically:

Email: DirectorsOffice@azdoa.gov