

## 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")	Classified	Specified in Salary Ordinance <b>Contact HR Analyst</b>	Yes	Division / Dept only	
	Unclassified	Specified in Salary Ordinance <b>Contact HR Analyst</b>	Yes	Division / Dept only	
Agile ("Special Appointments")	Extra Help	Any applicable existing Classification <b>Contact HR Analyst</b>	Yes	Division / Dept; CMO (Final)	
		Intern/Fellow I-II-III*			<b>Contact HR Analyst</b>
	Term ("Extra-Help Agile" in NeoGov)	Any applicable existing Classification <b>Contact HR Analyst</b>	Yes	Division / Dept; Department Head; HR (Final)	
		Intern/Fellow I-II-III*; Special Projects Coordinator I-II-III			Not included in limit; <b>Contact HR Analyst</b>
	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).