

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
HIRE AUTHORIZATION FORM**

**No:** \_\_\_\_\_

**Filled by:** \_\_\_\_\_

***A job description must be attached.***

FROM: (Department) \_\_\_\_\_

CSU OFFICIAL JOB TITLE: \_\_\_\_\_ WORKING JOB TITLE: \_\_\_\_\_

CSU CLASS (JOB CODE): \_\_\_\_\_ SKILL LEVEL: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ PS DEPT ID: \_\_\_\_\_  
(Name)

NEW POSITION: \_\_\_\_\_ REPLACEMENT FOR (if applicable): \_\_\_\_\_ OTHER: \_\_\_\_\_

EFFECTIVE DATE OF POSITION: \_\_\_\_\_ NO. OF OPENINGS FOR THIS POSITION: \_\_\_\_\_

PERMANENT: \_\_\_\_\_ TEMPORARY: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_ NO. OF HRS/WK: \_\_\_\_\_ FTE: \_\_\_\_\_  
(Decimal)

SHIFT: DAY: \_\_\_\_\_ SWING: \_\_\_\_\_ NIGHT: \_\_\_\_\_  
(4 or more hrs. between 6 p.m. and midnight) (4 or more hrs between 12 a.m. and 6 a.m.)

PROPOSED/EXPECTED SALARY RANGE: \$ \_\_\_\_\_ - \$ \_\_\_\_\_ PER MONTH; OR \$ \_\_\_\_\_ - \$ \_\_\_\_\_ PER HOUR  
(CSU SALARY SCHEDULE: <http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>)

CAMPUS MAIL STOP FOR NEW POSITION: \_\_\_\_\_

_____	_____	_____	_____
FUND	PROGRAM	PROJECT/GRANT	REPORTING UNIT
(Required)	(If applicable)	(If applicable)	(Required)

POSITION REPORTS TO: \_\_\_\_\_ (Appropriate Administrator) \_\_\_\_\_ (Working Title)

**----- APPROVALS -----**

\_\_\_\_\_  
(Signature) Appropriate Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature) Cabinet Officer

\_\_\_\_\_  
Date

<b>ON-CAMPUS RECRUITMENT ONLY/NO ADVERTISING</b> _____	
<b>ADVERTISING PUBLICATIONS:</b> _____	
<b>PRO CARD #</b> _____	<b>EXP. DATE:</b> _____
<b>NAME ON THE CARD:</b> _____	Maximum Expense Authorized: \$ _____

To find official job title and job code: (see sample below as it appears on website)  
[www.calstate.edu/hrpims/salary.htm](http://www.calstate.edu/hrpims/salary.htm)

<b>CLASS (Job code)</b> 1032	<b>CLASS TITLE (Job Title)</b> Administrative Support Assistant
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- Select first salary schedule available from table
- Select alphabetical listing and find job
- Select class (job code)
- Select class title (job title)

For questions, please contact HR at ext. 2266.

Revised: 5/07

<b>For HR use only</b>	AD ID# _____
Union code _____	AD ID# _____
Grade _____	Run Date(s): _____
Pool ID: _____	Cost: \$ _____
PeopleSoft #: _____	Cost: \$ _____
FLSA Status: CSU Determination	___ Exempt ___ Nonexempt
	CSUB HR Determination ___ Exempt ___ Nonexempt
Fingerprinting Required:	___ Yes ___ No