

WSDOT REQUEST FOR HIRING ACTIVITY
During Hiring Freeze Effective 8/04/08

This form must be submitted for approval to HQ HR, Classification & Compensation Mgr, prior to establishment, recruitment (if already established), or offer (if not already approved via this process at an earlier stage) of any of the following actions:

- *Non-permanent appointment*
- *Probationary appointment*
- *Trial Service appointment*
- **Reassignment**
- *Transfer (within DOT)*
- *WMS/EMS (with or w/o Review)*
- *In-Training appointment*
- *Non-permanent or project to permanent conversions*
- *Non-permanent extensions*

Date Submitted for Approval: February 19, 2009

Region/HQ Division: Urban Corridors – AWW&SRP

Position #: New Positions (Org Code 589321 – Paul Lacy)

Job Classification: Transportation Tech (TT) 2 or 3

Exemption Criteria Met: (***provide justification below item selected***)

- Responsible for effectively preventing and responding to highway or Ferries incidents when they happen
 - Responsible for managing traffic operations to avoid accident-causing congestion
 - Responsible for programmed highway, bridge, and ferry maintenance needs
 - Responsible for safe and secure ferry operations
 - Responsible for delivery of funded transportation projects on-time and on-budget
 - Responsible for guaranteeing safe highway work zones for employees and contractors
- Does not meet above exemption criteria, but was identified on the Master List of vacancies needed to fill dated 8/7/08 as having interviews already scheduled.
- Does not meet above exemption criteria, but would like request forwarded to DOP for approval (*provide justification*).

1st _____
Regional Administrator or HQ Director Date

2nd _____
Classification & Compensation Manager Date

3rd _____
Assistant Secretary Date

A copy of the final approval with all signatures must accompany the personnel action form when submitted to DOT Classification & Compensation Manager to receive approval to key for DOP tracking purposes.

Approved to Key Date