

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)*.

1 st	Regional Administrator or HQ Director	Date
2 nd	Classification & Compensation Manager	Date
3 rd	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.

<i>Approved to Key</i>	<i>Date</i>
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