

HUMAN RESOURCES DIVISION



VACANCY REVIEW JUSTIFICATION

Washoe County School District
425 East Ninth Street
P.O. Box 30425
Reno, NV 89520-3425
Phone (775) 348-0321
Fax (775) 333-5070

EXECUTIVE CABINET HAS REQUESTED ADDITIONAL INFORMATION BEFORE APPROVING THIS POSITION. PLEASE COMPLETE THIS FORM AND RETURN TO HUMAN RESOURCES AS SOON AS POSSIBLE.

SCHOOL/LOCATION: _____

POSITION TITLE: _____

EMPLOYEE GROUP: Certificated Administrator Pro Tech Administrator
 Certified Classified School Police

What consequences will there be if this position is: (Please complete all 3 sections)

Not filled immediately? _____

Not filled within 3 months? _____

Never filled? _____

Who else could do this work? _____

What financial costs might we incur by not filling this position (i.e., overtime, penalties, fines, etc.)? _____

Administrator Name

Date

HR USE ONLY:

Date Reviewed by Executive Cabinet: _____

Recommendation: _____

Date Administrator Notified: _____