

TEMPORARY AUTHORIZATION UTILIZATION WORKSHEET

DGS OHR 215 (Rev. 1/2021)

The Temporary Authorization Utilization (TAU) process provides an opportunity to fill vacant positions on a temporary appointment basis when there is no employment list from which a position can be filled.

Instructions: Complete this worksheet and submit to your Classification and Pay Analyst for consideration.

SECTION 1 (Program)

RPA NUMBER	DIVISION/OFFICE	CLASSIFICATION TITLE	4 DIGIT CLASS CODE
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Explain the reason(s) a TAU is being requested (i.e. recruitment difficulties, small applicant pool, no DGS list, etc.):

Alternative Recruiting Methods Considered - Describe the reason(s) why each method below does not meet program needs.

Transfer:

Reinstatement:

Training and Development Assignment:

Retired Annuitant:

SROA/Surplus:

Out of Class Assignment:

Appropriate List(s) Requested? No Yes. Complete department information (up to 3).

- | | | |
|---------------------|----------|--------|
| 1. Department Name: | Approved | Denied |
| 2. Department Name: | Approved | Denied |
| 3. Department Name: | Approved | Denied |

SECTION 2 (Classification & Pay)

Classification & Pay Recommendation (Classification and Pay validates all methods were exhausted/considered):

CLASSIFICATION & PAY ANALYST NAME CLASSIFICATION & PAY ANALYST SIGNATURE DATE

CLASSIFICATION & PAY MANAGER NAME CLASSIFICATION & PAY MANAGER SIGNATURE DATE

SECTION 3 (Examinations)

a. Confirm TAU Method Appropriate – Check each box if met.

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- No current eligible list for the classification exists
 - No eligible candidates on an open, promotional or reemployment list are interested in the position
 - Existing open lists have three or fewer eligible candidates interested in the position
 - Eligible candidates on an open, promotional, or reemployment list do not meet the vacancy criteria (e.g. location, time base)

b. Examination Details (e.g. examination base, type, estimated timeline to complete the examination, etc.):
Eligibility list must be established prior to the expiration date of the TAU appointment.

c. Examination Approvals

By checking the box(es) below, Exams Analyst obtained approval(s) for that requirement.

- OHR Governance
- CalHR (if applicable)

EXAMINATIONS ANALYST NAME EXAMINATIONS ANALYST SIGNATURE DATE

EXAMINATIONS MANAGER NAME EXAMINATIONS MANAGER SIGNATURE DATE

SECTION 4 (Office of Human Resources – Management Approvals)

By signing below, I certify the information above has been reviewed and found to comply with applicable requirements of TAU request.

PERSONNEL OFFICER NAME PERSONNEL OFFICER SIGNATURE DATE