



MEMORANDUM

SAMPLE

Date: August 9, 2001

To: Maria Lopez, Assistant Personnel Manager C-02
Office of Human Resources
Department of General Services
1325 J Street, Room 1714
Sacramento, CA 95814

From: Department of General Services
Telecommunications Division (916) 657-9171

Subject: REQUEST FOR TEMPORARY PERSONAL SERVICES

Pursuant to the March 1999 directive from the Department of General Services, the Telecommunications Division requests approval to contract for temporary personal services for the reasons outlined below.

The incumbent in the Telecommunications Systems Analyst I position in Support Services Section, Facilities Unit will retire effective October 1, 2001. However, incumbent has been out of the office on a medical disability since July, and will continue to be so until retirement.

This is an important position within the Facilities Unit and can't be left vacant for this length of time. We hope to fill this position in the near future, assuming viable candidates respond to our Job Opportunity Bulletin. In the meantime, we request the approval of a temporary personal services contract for this office for a period of 90 days. The duty statement and Civil Service option forms are attached.

If you have any questions concerning this request, please contact Rita Hauf, Unit Head, Administrative Support Unit, at (916) 657-9171. Thank you for your assistance in this matter.

GARY GROOTVELD, Chief
Office of Public Safety Radio Services

RH:eas:

cc: Rita Hauf, Unit Head, Administrative Services Unit, Telecommunications Division,
Department of General Services

APPROVED BY:

CONCUR:

Office of Human Resources

Date

Office of Legal Services

Date