



Department of Transformation and Shared Services
Office of Personnel Management
Hiring Freeze Request

Please note: An organizational chart must be submitted showing the placement of this position Date:

Department: Division:

Business Area: Position Number: City/Location:

Class Code: Job Title: Grade:

To be completed only if applicable:

Hire Name: Career Service Date: Rehire of Retiree

Current Grade: Current Salary: Anticipated Salary:

Responsibilities of Position. *Copy of job description is not acceptable and will be returned as incomplete.*

Please be specific answering the following: 1) can this position's duties be absorbed by current staff (if no, explain in detail); 2) what will happen if position remains unfilled; and 3) how does this request fit within your efforts to streamline

Number of positions in this classification that are authorized / filled /

Turnover rate for this classification: % Date the position was vacated (mm/dd/yyyy):

Department Contact Info:

Name: Email: Phone:

By signing this document, I certify that sufficient department funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Performance Fund.

Department Secretary Date

Approve Deny

OPM Director Date