

SSPPS - Propose Appointment Form (Staff)

Propose Appointee: _____ Email: _____

Title: Please select one of the following:

a) Short Term Exception - Appointment at 40% or less for 12 months

Note: Applies all staff titles and does not require open recruitment

b) Short Term Exception - The appointment at any % of time for 150 days or less

Note: Applies all staff titles and does not require open recruitment

c) Open Recruitment - Staff Research Associate

Note: SRA's require a theoretical knowledge, implying a college degree related to the type of work being performed or equivalent experience. SRA's perform technical determinations and/or make technical observations, in addition to performing experiments.

SRA I:	Tasks often start with "Assists with...; Performs routine experiments under guidance..."
SRA II:	Tasks often start with "Independently performs, Conducts, Ensures..."
SRAI III:	Tasks that start with: "Interprets, Analyzes, Makes determinations, Designs..."

d) Open Recruitment - Laboratory Assistant

Note: Laboratory Assists focus mostly on the lab and setting up experiments. Lab Assists may assist with one or more standard repetitive procedures not requiring theoretical knowledge, but their main role is to assist in the research by handling the lab maintenance and equipment.

Lab Helper	Ability to read, write, perform basic mathematical calculations
Lab Asst. I	Requires basic lab experience and/or college level coursework (approx 1 year)
Lab Asst. II	Requires lab experience and/or college level coursework (approx 2 years)

f) Other Titles: - Please contact your Human Resource Analyst

Start Date:	
End Date:	
Salary Requested:	
US Citizen (Y/N):	
Prior UC employment (Y/N), if yes, where/which department:	
Appointment index Number:	
Supervisor:	
New or Replacement Position:	