Office of the Lieutenant Governor (OLG)

Department of Culture, Recreation and Tourism (DCRT)

**REQUEST TO FILL (RTF) FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **POSITION INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Job Title:** |  | | | | | | | | | | | **Position #:** | | |  | | | | | | **Uncl Sal:** | | $       hr. | |
| **Office:** |  | | | | | | | | | | | **Work Parish:** | | | |  | | | | | | | | |
| **Division/Park/Welcome Center:** | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Request Type:** | | New Position | | | | Existing Vacancy | | | | | | | | **Date Vacated:** | | | | | |  | | | | |
| **Previous Incumbent:** | | | |  | | | | | | | | **Immediate Supervisor:** | | | | | | | |  | | | | |
| **Is this position:** *(check one)* | | | | | Supervisory | | | | | Non-Supervisory | | | | | | | | | |  | | | | |
| **Update of Position Description (SF-3):**  *SF-3s must be updated every five (5) years; when duties have changed significantly; or when filling a supervisory position if the SF-3 is more than one (1) year old.* | | | | | | | | | | | | | | | | | | | **Does the SF-3 require update?**  Yes  No *(if yes, please attach.)* | | | | | |
| **Coding:** | | |  | | | | |  |  | | | | |  | | |  | | | | | | |  |
|  | | | Cost Center | | | | |  | Reporting Category | | | | | % | | | Reporting Category | | | | | | | % |
|  | | | **Full-time** | | | | | | | | | | **Part-time** | | | | | | | | | | | |
| **Salary Object:** | | | 2100 Salary | | | | 2200 Wages | | | | | | hours per week | | | 2200 Wages | | | | | | 2210 Student | | |
|  | | | Other: | | | | | | | | | |  | | | Other: | | | | | | | | |
| **Source of Funds:** | | | State Funds:       % | | | | | | | | Federal:       % | | | | | | | Other:       % | | | | | | |

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| **ANNOUNCEMENT TYPE** | | |
| **Select desired announcement type(s):**  *(Check one or more, if applicable)* | Probational | Unclassified Regular |
| Promotional – DCRT Employees Only | Unclassified Temporary *(Wage, Student)* |
| Promotional – All Classified State Employees | Do not announce  *(Only applicable for unclassified regular; unclassified*  *temporary/wage; or restricted appointments)* |
| Classified Temporary *(Job Appt., Restricted Appt.)* |

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| **ANNOUNCEMENT INFORMATION** | | | |
| **List any preferred qualifications above that which is required as part of the minimum qualifications for the job:**  *(Such as programmatic work experience in the relevant field of work; a test score at or above 80; skills in a specific computer program, etc.).* |  | | |
| **List any special requirements for**  **the position:**  *(Check one or more, if applicable)* | Work Schedule: | | |
|  | Overtime *(as deemed necessary)* | Travel | Driving |

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| **APPROVALS** | | | | | | |
|  |  |  |  |  |  |  |
| *Supervisor’s signature* |  | *Date* |  | *Assistant Secretary’s signature* |  | *Date* |
|  |  |  |  |  |  |  |
| *Secretary/Undersecretary’s signature* |  | *Date* |  |  |  |  |

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| **FOR HUMAN RESOURCES USE ONLY:** | | | | | |
| **Initials:** |  |  | **Log Number:** | |  |
| **Date Received:** |  |  | **Exam Plan Number:** | |  |
|  |  | | |  |  |