

WSDOT REQUEST FOR HIRING ACTIVITY
During Hiring Freeze Effective 2/18/09-6/30/09

This form must be submitted for approval to HQ HR, Classification & Compensation Mgr, prior to any of the following actions (**highlight applicable action**):

- **Non-permanent appointment**
- Probationary appointment
- Trial Service appointment
- Reassignment
- Transfer (within DOT)
- WMS/EMS (with or w/o Review)
- In-Training appointment
- Non-permanent or project to permanent conversions
- Non-permanent extensions

Date Submitted for Approval: March 2, 2009

Region/HQ Division: Urban Corridors - AWW&SRP

Position #: New Position (ORG CODE:589321 Paul Lacy

Job Classification: TE-3

Exemption Criteria Met (circle applicable exemption):

- (d) Hazardous materials response and emergency cleanup
- (k) Seasonal employment in the DOT maintenance programs to the extent that employment levels do no exceed the prior fiscal year
- (m)Activities directly related to revenue generation, auditing, and recovery
- (q) Activities that are necessary to receive or maintain federal funds by the state

Does not meet above exemption criteria, but would like request forwarded to DOP for approval as it meets the following critically necessary work of WSDOT (circle applicable item & provide attached justification as required by DOP):

1. Responsible for effectively preventing and responding to highway or Ferries incidents when they happen
2. Responsible for managing traffic operations to avoid accident-causing congestion
3. Responsible for programmed highway, bridge, and ferry maintenance needs
4. Responsible for safe and secure ferry operations
- 5. Responsible for delivery of funded transportation projects on-time and on-budget**
6. Responsible for guaranteeing safe highway work zones for employees and contractors

1st _____
Regional Administrator or HQ Director _____ Date

2nd _____
Classification & Compensation Manager _____ Date

3rd _____
Assistant Secretary _____ Date

A copy of the final approval with all signatures must accompany the personnel action form when submitted to DOT Classification & Compensation Manager to receive approval to key for DOP & OFM tracking purposes.

Approved to Key _____ *Date*

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Additional Justification for Items not meeting exemption criteria

Number of positions with this job classification? 1 _____

Number of incumbents currently in this job classification? 1 _____

How Long has the Position been vacant? New Position

Explain how this request involves critically necessary work of your agency as defined on 1st page items 1-6:

To complete the bored tunnel project on time and on budget we will need to prepare a record of survey, Right of Way Plans and acquire right of way prior to the start of construction.

This position will supervise the effort of the Record of Survey and preparation of the Right of Way plans to meet the proposed schedule.

What is the barrier to distributing the workload to existing staff?

Existing staff does not have the background in surveying and Right of way plans preparation.

What are the consequences of not filling the position(s)?

This position must be filled or a surveying consultant tasked or we will not meet the schedule.