

Los Angeles Unified School District
Human Resources

REQUEST FOR ADMINISTRATOR ASSIGNMENT ACTION
(Nonschool-Based – AR 4213 or MST 0515)

TO: Phyllis Bradford, Coordinator, Human Resources
Beaudry Site-14th Floor Tel. - (213) 241-6886; Fax – (213) 241-8403

FROM: _____
Requesting Unit/Division Contact Person Telephone Fax #:

I am requesting that the following assignment action(s) occur for the person listed.

1. _____
Name (Last) (First) (MI) Employee Number

2. _____
Title Position (*as stated on flyer*) Deadline Date of Announcement Class Code Position I.D. #

3. _____
Office Location Name Location Code Effective Date

4. Immediate Supervisor _____

5. Schedule on Master Salary Table and Basis, if determined _____ (*If not determined,*
a classification study may be required.) (*e.g. 35G, A Basis*)

6. Name of previous incumbent, if any _____

7. Rationale: Identify below the personal and professional qualifications of the recommended candidate:

8. Action Required:
- Fill existing position
 - Establish new position
 - Reallocate salary level(From: MST _____ to MST _____)
(Note that this may require a classification study.)
 - Change of job title and class code due to internal reorganization.
 - Other _____

I understand that this action may require that the position be advertised and announced consistent with provisions of District-AALA Agreement Article IX, Section 1.0 and Administrative Regulation 4213.



Please forward this completed application to the Superintendent or (designee) for approval, the Administrative Assignment Unit will initiate the proper personnel action.

Requesting Division Head _____ Date: _____

FOR LOCAL DISTRICT BUSINESS AND FINANCE OFFICE USE ONLY

Fund _____ Appropriation/Program Code _____ Position I.D. Number _____
Processed by: _____ Date: _____

DELEGATION OF APPROVAL BY THE SUPERINTENDENT

- The requested assignment action to fill an existing position is approved.
- The requested salary reallocation, or establishment of a new position is to be deferred pending a classification study.
- The requested salary reallocation or establishment of a new position is approved without a classification study.
- The requested assignment action is disapproved.

Division Superintendent Signature Date: ____/____/____

[] Approved _____ Date: ____/____/____
Phyllis Bradford, Coordinator

[] Disapproved

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Verified by: _____

- _____ The appropriate administrative credential
- _____ An earned Master's degree
- _____ Multicultural coursework (3.3)
- _____ Master Plan coursework (C, L, M)
- _____ Required number of years of appropriate experience for the position.