

Westchester County
Department of Human Resources

PRECLEARANCE FORM

(Hiring / Promotion Appointments)

Appointing Department: PARKS Submitted by (name): DARRYL SMITHDate Submitted to Department of Human Resources 05/31/23Proposed effective date of appointment: 06/12/23

This Department plans to offer an appointment to the following candidate:

1) Name: [REDACTED] SSN: [REDACTED]

2) This candidate is: ☒ A current employee ☐ Not an employee ☐ A Rehire/Reinstatement3) Proposed Title/Job Class Code: SR MTCE MECH III (GROUNDS) C2409Position ID# 42 3050 0001597

Agency

Org.

ID#

Job Class Code for how position is budgeted: C2409

- 4) If a VR or hourly approval memo is required, did you submit to Budget/HR for review? ☒ Yes ☐ No
- 5) This position is: ☐ Competitive ☒ Non-competitive ☐ Exempt ☐ Unclassified ☐ Labor ☐ Pending
- 6) Do you have room in GHRS to make this appointment? ☒ Yes ☐ No (explain): _____

- 7) Proposed Civil Service Status: ☒ Probationary ☐ Cont. Probationary ☐ Provisional ☐ Temporary
- If Temporary, reason and duration of Temp appt.: _____

- 8) Was title posted: ☒ Yes ☐ No Posting#: 111-23 Dates: 3/13/23 to 3/24/23

You must attach a completed Employment Application (XD-10) along with a copy of any request license or certification for the position. The appropriate fee(s) must also be submitted with this form.

For Veterans you must attach a copy of the candidates DD-214 Report of Separation Form

Non-Competitive

Department of Human Resources Use Only

Eligible List Review

- Is there a valid list? ☐ Yes ☒ No
- Was Eligible list cleared? ☐ Yes ☒ No
(indicate list information in comments section)
- If no, exam scheduled: ☐ Yes ☒ No
- If yes, date scheduled: ☐ Yes ☒ No
- If no, is exam requested: ☐ Yes ☒ No
- If no, initiate exam request ☐ Done
- If exam was held recently, did candidate apply/sit for the exam? ☐ Yes ☒ No

Reviewer: agdy

Date: _____

Qualification Review

- Meets MQ's: ☒ Yes ☐ No
- Need Transcripts: ☐ Yes ☒ No

Comments: _____

Reviewer: [REDACTED]Date: 6/1/23

Cmr. of Human Resources Approval: _____

Date: 6/1/2023