



County of Marin
Promotion Without Examination Request Form
Human Resources Department
PMR 31 – Examination Process

Instructions: This form is to be completed by department heads when requesting promotion of employees to a higher class under PMR 31.8. The department head should send the completed and signed form, along with a Personnel Action Form (“101” Form) to the Director of Human Resources, or designee, who will confirm the employee’s qualifications for promotion under PMR 31.8.

The _____ Department requests that _____ be
(Name of Employee)
promoted to _____ under PMR 31.8.
(Class)

The employee meets the following criteria for promotion without examination (check all that apply):

- The employee is underfilling a higher level allocated position, or is filling the lower classification in a sliding classification series.
- There is not a competitive situation and this is the only employee for this position within the department eligible for promotion.
- This employee has had satisfactory or better written performance evaluations.
- The employee meets all the requirements for the higher classification.

I certify the above information is correct:

(Department head signature)

Date: _____

Human Resources Department approval:

(Director of Human Resources)

Date: _____