

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

RECEIVED

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Elections Department

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Data Entry Clerk I (Temporary)

NEW POSITION OR REPLACEMENT FOR: EMPLOYEE NO

DEPT NO 130

POSITION/SLOT NO T-123, T-124, T-125, T-127, T-128

ADVERTISED SALARY: \$17,636 OTHER COMPENSATION: & T-132 COMPENSATION TYPE:

SPECIAL REQUIREMENTS:

Note: These positions were approved in March 2011. Per Amanda Valdez, they will go to Comm. Court to extend to Dec 2011. JF

WORK LOCATION / HOURS: Hidalgo County Elections Dept., 101 South 10th Ave., Edinburg, TX 78539

CONTACT PERSON: Amanda Valdez

EXTENSION / PHONE NO: 5731

[Signature] Department Head or Elected Official

8-22-2011 Date

FUNDS AVAILABLE: YES \_\_\_ NO \_\_\_ DATE OF FUND AVAILABILITY:

BUDGETED SALARY, GRADE & STEP:

BUDGETED OTHER ALLOWANCES:

Sylvia Rioz 08-23-11 APPROVED HR CHIEF OF STAFF / DATE Designee

[Signature] APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES \_\_\_ NO \_\_\_. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

September 07, 2011 Closing Date

APPROVED BY OFFICE OF EXECUTIVE OFFICER [Signature] 9/30/11

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

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AUG 24 2011

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Fire Marshal Human Resources

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE  OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Clerk III

NEW POSITION OR REPLACEMENT FOR: Claudia Luna EMPLOYEE NO 140481

DEPT NO 300 POSITION/SLOT NO 007

ADVERTISED SALARY \$23,993 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_  
Grade 5, Step 0

SPECIAL REQUIREMENTS: Bilingual. Able to work flexible hours in emergencies.

WORK LOCATION / HOURS: 1615 S. Closner, Ste H, Edinburg, Tx 78539  
Hours: 8:00 Am to 5:00 pm.

CONTACT PERSON: Juan Martinez EXTENSION / PHONE NO: 318-2656

  
Department Head or Elected Official

8/11/2011  
Date

FUNDS AVAILABLE: YES \_\_\_ NO \_\_\_ DATE OF FUND AVAILABILITY: \_\_\_\_\_

BUDGETED SALARY, GRADE & STEP: Grade 5, Step 2

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

Sylvia Rosi 09-26-11  
APPROVED HR CHIEF OF STAFF / DATE  
Desegree

  
APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES \_\_\_ NO \_\_\_. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

\_\_\_\_\_  
Commissioner's Court Signature / Date

September 02, 2011  
Closing Date

