

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

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 Field Service Specialist I / Grade 8

NEW POSITION OR REPLACEMENT FOR: Brenda Renteria EMPLOYEE NO 179736

DEPT NO 130 POSITION/SLOT NO 122

ADVERTISED SALARY: \$ 30,224.⁰⁰ OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: Experience with trouble-shooting computer hardware and software.

WORK LOCATION / HOURS: 8am to 5pm except during elections. Must be able to work weekends when needed.

CONTACT PERSON: Yvonne Ramon EXTENSION / PHONE NO: 318-2570

Yvonne Ramon
Department Head or Elected Official

12/1/11
Date

FUNDS AVAILABLE: YES ___ NO ___ DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP: _____

BUDGETED OTHER ALLOWANCES: _____

APPROVED HR CHIEF OF STAFF / DATE

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

Closing Date