

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Purchasing Department

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Buyer II Grade 9

NEW POSITION OR REPLACEMENT FOR: \_\_\_\_\_ EMPLOYEE NO \_\_\_\_\_

DEPT NO 160 POSITION/SLOT NO 0016

ADVERTISED SALARY: \$ 32,642 OTHER COMPENSATION: X COMPENSATION TYPE: X

SPECIAL REQUIREMENTS: SEE Attached

WORK LOCATION / HOURS: 2812 S Business Hwy 281 Edinburg, Texas 78539 8:00 am - 5:00pm

CONTACT PERSON: Martha L Salazar EXTENSION / PHONE NO: 956-318-2626

Martha L Salazar  
Department Head or Elected Official

6/7/2012  
Date

FUNDS AVAILABLE: YES X NO \_\_\_\_\_ DATE OF FUND AVAILABILITY: 2012

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