

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): ELECTIONS

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE GIS OPERATOR III

NEW POSITION OR REPLACEMENT FOR: _____ EMPLOYEE NO _____

DEPT NO 130 POSITION/SLOT NO 145

ADVERTISED SALARY: 41,120 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____
Grade 12 Step 0

SPECIAL REQUIREMENTS: _____

WORK LOCATION / HOURS: Hidalgo County Elections Department, 101 South 10th Avenue, Edinburg, TX
78539, Monday - Friday 8am-5pm unless otherwise required by elections.

CONTACT PERSON: YVONNE RAMON EXTENSION / PHONE NO: 5712

ll for Yvonne Ramon _____
Department Head or Elected Official 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