

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT):

Facilities Management

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE

Welder I

NEW POSITION OR REPLACEMENT FOR:

EMPLOYEE NO _____

DEPT NO

220

POSITION/SLOT NO

001-097

ADVERTISED SALARY:

OTHER COMPENSATION: _____

COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS:

SEE ATTACH

WORK LOCATION / HOURS:

Facilities Mgmt. Shop 3100 S. Bus. 281 Edg.
Mon-Fri 8:00am - 5:00pm.

CONTACT PERSON:

Rick Sunday

EXTENSION / PHONE NO:

(956) 239-7852

Department Head or Elected Official

Date

FUNDS AVAILABLE:

YES NO

DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP:

24,087.00

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