

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Dept. Budget & Mgmt

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Planning Analyst II

NEW POSITION OR REPLACEMENT FOR: Perla Lopez EMPLOYEE NO 172529

DEPT NO 115-001

POSITION/SLOT NO 0005

ADVERTISED SALARY: 44,583.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS:

WORK LOCATION / HOURS:

CONTACT PERSON: Sergio Cruz

EXTENSION / PHONE NO: 5424

Department Head or Elected Official

Date

03/01/2013

FUNDS AVAILABLE: YES NO

DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP: 44,583.00

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