



HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Purchasing

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Inventory Specialist V 12-1

NEW POSITION OR REPLACEMENT FOR: EMPLOYEE NO:

DEPT NO 1100 POSITION/SLOT NO:

ADVERTISED SALARY: 43,284.00 OTHER COMPENSATION: N/A COMPENSATION TYPE: N/A

SPECIAL REQUIREMENTS:

WORK LOCATION / HOURS: 2812 S. Bus Hwy 281 Edinburg, Tx 78539

CONTACT PERSON: Martha L. Salazar EXTENSION / PHONE NO: 956-318-2626 41862

Martha L. Salazar Department Head or Elected Official Date 3/14/13

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY:

BUDGETED SALARY, GRADE & STEP: 43,284.00 12-1

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

HUMAN RESOURCES DEPARTMENT REQUISITION FORM



FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Purchasing

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Surplus Specialist II 9-1

NEW POSITION OR REPLACEMENT FOR _____ EMPLOYEE NO _____

DEPT NO 160 POSITION/SLOT NO _____

ADVERTISED SALARY: 34,360.00 OTHER COMPENSATION: N/A COMPENSATION TYPE: N/A

SPECIAL REQUIREMENTS: _____

WORK LOCATION / HOURS: 2812 S Bus Hwy 281
Edinburg, Tx 78535

CONTACT PERSON: Martha L Salazar EXTENSION / PHONE NO: 956-318-2626
4862

Martha L Salazar _____
Department Head or Elected Official Date 3/14/13

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

BUDGETED SALARY, GRADE & STEP: \$34,360.00 9-1

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:

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HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Purchasing

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Purchase Order Specialist III 11-1

NEW POSITION OR REPLACEMENT FOR: _____ EMPLOYEE NO _____

DEPT NO 160 POSITION/SLOT NO _____

ADVERTISED SALARY: 40,078.00 OTHER COMPENSATION: N/A COMPENSATION TYPE: N/A

SPECIAL REQUIREMENTS: _____

WORK LOCATION / HOURS: 2812 S. Bus Hwy 281
Edinburg, Tex 78539

CONTACT PERSON: Martha L Salazar EXTENSION / PHONE NO: 956-318-2626
4862

Martha L Salazar _____ 3/14/13
Department Head or Elected Official Date

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

BUDGETED SALARY, GRADE & STEP: \$40,078.00 11-1

BUDGETED OTHER ALLOWANCES: _____

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

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