

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

Received *cl*

APR 11 2013

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Purchasing

Human Resources

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE       OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Inventory Specialist III

NEW POSITION OR REPLACEMENT FOR: Eugenia Andrade EMPLOYEE NO 149268

DEPT NO 160 POSITION/SLOT NO 0013

ADVERTISED SALARY: \$30,224 OTHER COMPENSATION: n/a COMPENSATION TYPE: n/a

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: 2802 S Bus Hwy 281 Edinburg, Texas 78539  
Mon thru Friday 8:00am - 5:00pm

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

Martha L. Salazar 4/10/2013  
Department Head or Elected Official Date

FUNDS AVAILABLE: YES  NO  DATE OF FUND AVAILABILITY: 4/10/2013

BUDGETED SALARY, GRADE & STEP: \$ ~~30,224~~ grade 8 38,501.00 *ppx*

BUDGETED OTHER ALLOWANCES: N/A

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