



HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Purchasing Department

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Inventory Specialist IV

NEW POSITION OR REPLACEMENT FOR: Gabriel Navarro EMPLOYEE NO 155012

DEPT NO 160 POSITION/SLOT NO 0012

ADVERTISED SALARY: 35,254 OTHER COMPENSATION: N/A COMPENSATION TYPE: N/A

SPECIAL REQUIREMENTS: SEE Attached

WORK LOCATION / HOURS: Mon-Friday 8:00 am - 5:00pm

CONTACT PERSON: Martha L Salazar EXTENSION / PHONE NO: 4862

Martha L Salazar Department Head or Elected Official 4/22/2013 Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 1/13

BUDGETED SALARY, GRADE & STEP: ~~35,254.00~~ ~~Grade 10 Step 0~~ \$40,898.00

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