

HUMAN RESOURCES DEPARTMENT REQUISITION FORM



FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Health & Human Services

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Medical Technician I

NEW POSITION OR REPLACEMENT FOR: _____ EMPLOYEE NO _____

DEPT NO 340

POSITION/SLOT NO 003-0134

ADVERTISED SALARY: 25,772.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Hidalgo County Mon. - Fri. 7:30am - 5:30pm or as assigned

CONTACT PERSON: Lydia Serna

EXTENSION / PHONE NO: (956) 383-6221

E. Olivarez / Aleida Sulez
Department Head or Elected Official

04/15/13
Date

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

BUDGETED SALARY, GRADE & STEP: 25,772.00

BUDGETED OTHER ALLOWANCES: _____

Sylvia Rios 04-18-13
APPROVED HR CHIEF OF STAFF / DATE
Designee

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

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INTERNAL ANNOUNCEMENT PROCEDURE

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POSITION TITLE / GRADE Clerk II

NEW POSITION OR REPLACEMENT FOR: _____ EMPLOYEE NO _____

DEPT NO 340

POSITION/SLOT NO 001-0054

ADVERTISED SALARY: 24,929.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Hidalgo County Mon. - Fri. 7:30am - 5:30pm or as assigned

CONTACT PERSON: Lydia Serna

EXTENSION / PHONE NO: (956) 383-6221

E. Olivar / Aleida Serna
Department Head or Elected Official

04/15/13
Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP: 24,929.00

BUDGETED OTHER ALLOWANCES: _____

Sylvia Rio 04-18-13
APPROVED HR CHIEF OF STAFF / DATE
Designee

APPROVED HR DIRECTOR / DATE

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POSITION TITLE / GRADE Clerk II

NEW POSITION OR REPLACEMENT FOR: Amanda E. Pena EMPLOYEE NO 144649

DEPT NO 340

POSITION/SLOT NO 003-0050


ADVERTISED SALARY: 22,303.00 OTHER COMPENSATION: COMPENSATION TYPE:

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Hidalgo County Mon. - Fri. 7:30am - 5:30pm or as assigned

CONTACT PERSON: Lydia Serna

EXTENSION / PHONE NO: 383-6221


 4-12-13
Department Head or Elected Official

Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 04/22/13

BUDGETED SALARY, GRADE & STEP: 22,303.00

BUDGETED OTHER ALLOWANCES:

 04-16-13
APPROVED HR CHIEF OF STAFF / DATE
Designee

APPROVED HR DIRECTOR / DATE

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INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Eligibility Specialist I

NEW POSITION OR REPLACEMENT FOR: Ricardo Borjas EMPLOYEE NO 179957

DEPT NO 240

POSITION/SLOT NO 001-0032

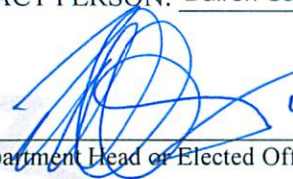
ADVERTISED SALARY: 24,087.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Hidalgo County Mon. - Fri. 7:30am - 5:30pm or as assigned

CONTACT PERSON: Dairen Sarmiento

EXTENSION / PHONE NO: (956) 318-2011


4-8-13
Department Head or Elected Official

Date

FUNDS AVAILABLE: YES NO _____ DATE OF FUND AVAILABILITY: 04/08/13

BUDGETED SALARY, GRADE & STEP: 24,087.00

BUDGETED OTHER ALLOWANCES: _____

Sylvia Rio 04-16-13
APPROVED HR CHIEF OF STAFF / DATE

Designee

APPROVED HR DIRECTOR / DATE

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INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Clerk III

NEW POSITION OR REPLACEMENT FOR: Sandra S. Martinez EMPLOYEE NO 142794

DEPT NO 340

POSITION/SLOT NO 003-0036

ADVERTISED SALARY: 26,330.00 OTHER COMPENSATION: COMPENSATION TYPE:

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Hidalgo County Mon. - Fri. 7:30am - 5:30pm or as assigned

CONTACT PERSON: Lydia Serna

EXTENSION / PHONE NO: (956) 383-6221

[Signature]
4-12-13-
Department Head or Elected Official

Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 04/22/13

BUDGETED SALARY, GRADE & STEP: 26,330.00

BUDGETED OTHER ALLOWANCES:

Esther A. Cortez by Sylvia Rosi 04.18.13

APPROVED HR CHIEF OF STAFF / DATE

Designee

APPROVED HR DIRECTOR / DATE

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