

PERSONNEL REQUISITION

SECTION 1: To be Completed by Department Head and Sent to Mayor's Office

DEPARTMENT: _____ POSITION TITLE: _____

SECTION: _____ NUMBER OF POSITIONS: _____

FUNDING SOURCE: _____ STEP/GRADE: _____ PAY/RATE: _____

- FULL-TIME PERMANENT
- PART-TIME TEMPORARY

REASONS FOR BOTH VACANCY AND REQUEST:

Person to be contacted by Personnel Department regarding this request:

NAME: _____ EXTENSION: _____

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

SECTION 2: To be Completed by Mayor's Office and Sent to Personnel Department

CODE ACCOUNT/TRUST FUND: _____ POSITION NUMBER(S): _____

JOB CODE: _____

DATE: _____ ACTION: _____

SIGNATURE: _____

SECTION 3: To be Completed by Personnel Department

DATE RECEIVED/ASSIGNED: _____ ADMINISTRATOR: _____

ACTION: JAQ/JA REQ FOR CERT RECLASS ANNCMT
 EXAM BID RESULTS MEMO

COMMENTS: _____

NAME(S) AND DATE(S) OF APPOINTMENT(S):

