



Personnel Requisition Form

Open positions are not automatically approved and must be reviewed before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. Please secure the hiring manager and department head signatures and forward the completed form to Human Resources for consideration at the next Personnel Meeting.

Date of Request: March 10th, 2014

Date New Hire Needed: ASAP

Job Title: Assoc Planner / Econ Dev Expediter

Department: Planning

Suggested Wage: TBD Carlson/Dettman

Job Description Updated: Yes No

Number of hours to be worked per week: 40 Regular Full Time (Full-Time) or (Part-Time)

Is this position allocated in the current budget? Yes No

If "no", are there funds available to cover the position? _____

Is this a new position or replacement position? New Replacement

If "replacement", replacement for whom? Michelle Yanda

Please provide a brief narrative as to why it is critical to fill this position.

To return to appropriate staffing level of Planning Department and build on economic expediter position.

Approvals:

- 1) _____ Date _____
Hiring Manager
- 2) _____ Date 3-3-2014
Department Head
- 3) _____ Date Approved by Personnel
Human Resources
- 4) _____ Date Approved by Council
Human Resources

Decision:
<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved
<input type="checkbox"/> On Hold