



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: September 11, 2014

Date New Hire Needed: September 16, 2014

Job Title: Streets Team Leader

Department: DPI - Operations Division

Suggested Wage: H Classification

Job Description Updated: Yes No

Number of hours to be worked per week: 40 Hours/Week 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? Yes

Is this a new position or replacement position? New Replacement

If "replacement", replacement for whom? _____

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

The creation of this position will facilitate quicker decision making capabilities in the field, create a conduit for information transfer, and will free up time for the Operations Division Managers for higher level administrative duties.

Approvals:

1) [Signature] 9-11-14
Hiring Manager Date

2) [Signature] 9-11-14
Department Head Date

3) _____
Human Resources Date Approved by Personnel

4) _____
Human Resources Date Approved by Council

Decision:

Approved
 Not Approved
 On Hold



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Job Title: Parks Team Leader

Department: DPI - Operations Division

Suggested Wage: H Classification

Job Description Updated: Yes No

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Job Title: Cemetery Team Leader

Department: DPI - Operations Division

Suggested Wage: H Classification

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Job Title: Fleet Team Leader

Department: DPI - Operations Division

Suggested Wage: I Classification

Job Description Updated: Yes No

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