

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.

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/V	Veek Full-Time (Full-Time	me) 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 Replacemen	it	
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 d for information transfer, and will free up time for the administrative duties.			
Approvals: 1)	9-11-14 Decision:		
Hiring Manager	911-14 Appl	roved	
Department Head		Approved	
3)Human Resources Date Ap	oproved by PersonnelOn H	old	
4)			



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Date of Request: September 11, 2014	Date New Hire Needed: September 16, 2014		
Job Title: Parks 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/W	Veek 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		
If "replacement", replacement for whom?			
Please provide a brief narrative as to why it is critical t	to fill this position.		
The creation of this position will facilitate quicker defor information transfer, and will free up time for the administrative duties.	ecision making capabilities in the field, create a conduit e Operations Division Managers for higher level		
Approvals:			
1) Hiring Manager	9-1/-14 Decision:		
2)	9-11-14 Approved		
Department Head	Date Not Approved		
3)Human Resources Date Ap	proved by Personnel On Hold		
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Date of Request: September 11, 2014	Date New Hire Needed: September 16, 2014		
Job Title: Cemetery 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/W	Veek 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 d for information transfer, and will free up time for the administrative duties.	lecision making capabilities in the field, create a conduit e Operations Division Managers for higher level		
Approvals:			
1) Hiring Manager	7-//-/4 Date Decision:		
2)	<u>——</u> Approved		
Department Head	Date Not Approved		
3)Human Resources Date Ap	pproved by Personnel On Hold		
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Date of Request: September 11, 2014	Date New Hire Needed: September 16, 2014		
Job Title: Fleet Team Leader	Department: DPI - Operations Division		
Suggested Wage: I Classification	Job Description Updated:		Yes No
Number of hours to be worked per week: 40 Hours/W	leek Full-Time	2	(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	Re	placement
If "replacement", replacement for whom?			
Please provide a brief narrative as to why it is critical t	to fill this positio	n.	
The creation of this position will facilitate quicker do for information transfer, and will free up time for the administrative duties.			
Approvals:	9-	11-14	
Hiring Manager		ate	ecision:
2)	9-11-		Approved
Department Head	D	ate _	Not Approved
3) Human Resources Date Ap	proved by Perso	nnel –	On Hold