



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: February 12, 2014

Date New Hire Needed: April 1, 2014

Job Title: Parksworker I

Department: Parks Department

Suggested Wage: \$18.08

Job Description Updated: Yes No

Number of hours to be worked per week: Full-Time - 40 hours (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? Donald (Butch) Drumm is retiring

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

It is critical to the Parks Department to have a full staff to maintain our parks, equipment, buildings and special events. It is imperative to get this person on board and trained before the seasonals start as this person will be critical in the crew supervision of seasonals. We anticipate a smaller number of returning seasonals for 2014 which will require more training and supervision.

Approvals:

1) [Signature] 2-12-14
Hiring Manager Date

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

3) _____
Human Resources Date Approved by Personnel

4) _____
Human Resources Date Approved by Council

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