

REQUEST TO FILL POSITION

Position requests must be completed to fill positions. Requests will be initiated by the department manager, approved by the Mayor and then sent to the human resource (HR) department for processing. An internal request number will be assigned in HR upon receipt of the completed form.

NEW POSITION _____ POSITION TITLE PT CustodianFILLING A VACANCY INCUMBENT: _____Posted Wage Range _____ GRADE: C STEP: 1 - EXEMPT/NONEXEMPT FT PT TEMP/SEASONAL/INTERN (Please list) _____DEPARTMENT: Library SHIFT First WORK SCHEDULEM 7:30-12:00 T-F 7:30-10

Sometimes additional hours if needed

*Account# to charge recruitment/screening fees: 11-58-12-18**Account(s)# to charge WAGES: Fund 11*REASON FOR OPENING Resignation-MedicalJUSTIFICATION TO FILL Cleans public restrooms throughout the entire facility, M-F.Essential to the maintenance and cleanliness of the facility

ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS (Job description may be attached)

SPECIFIC RECRUITMENT ADVERTISING INSTRUCTIONS (where to post, how long, etc. If paid advertising is necessary, please include the appropriate account line information)

DEPT HEAD SIGNATURE _____ DATE _____

MAYOR SIGNATURE _____ DATE _____

HR SIGNATURE _____ DATE _____

DATE POSITION FILLED _____ PERSON FILLING POSITION _____