City of Melbourne
The Harbor City

REQUISITION FOR PERSONNEL

Position Title: _____ **Position Control #:**_____

☐ **New Position Approved by City Council on** _____

☐ **Replacement Position Vacated by** _____ **on** _____

Department/Division:_____/_____ **Fund:**_____

Position Supervisor/Supv. MUNIS ID:_____/_____ **Budgeted FTE:**_____

Non-Union Pay Grade _____ **Fire Pay Grade** _____ **Police Pay Grade** _____ **LIU Pay Grade** _____

Salary Range: _____ **Posting Salary Range:** _____
(minimum and maximum of grade) **(range to be posted to external applicants if you wish to cap the hiring rate below the maximum of the grade)**

☐ **Full Time >30 hrs week** ☐ **Part Time <30 hrs week** ☐ **On Call** ☐ **Intern**

☐ **Seasonal start**_____/**end**_____ ☐ **Temporary until** _____

☐ **Job description has been reviewed and no changes are recommended.**
☐ **Job description requires updates. If changes to the job description are required, submit the updated job description with the identified changes to the Human Resources Division for review. The job description must be approved prior to posting position.**

The job posting is based on the training and experience requirements listed in the job description. If you would like the job posting to include specific skills from the job description that are not listed in the training and experience section, please identify below:

_____

_____

☐ **I request special consideration that this position be posted inside and outside at the same time (excluding LIU promotional positions). Because the Career Opportunity Program promotes internal advancement, please consider posting positions internally first if they have not been proven hard to fill from inside or do not include qualifications that would reduce the possibility of a sufficient internal applicant pool.**

Requested by:_____
Division Manager/Supervisor **Date**

Approved by:_____
Department Director **Date**

Reviewed by:_____
Human Resources **Date**

Reviewed by:_____
Budget **Date**

HUMAN RESOURCES USE ONLY

Dates posted inside:_____ **Dates posted outside:**_____

Position filled by:_____**Start Date:**_____