



Personnel Requisition Form

Title: Housing Operations Specialist
 Request Date: 10/15/21

Start Date: ASAP
 Supervisor Name: Jenilla Arnold

BUDGETED	DEPARTMENT
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved Pay Range <u>18.50</u> to <u>22.50</u> # of positions open: <u>1</u>	Program EGT/ IHPRTS Percentage <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ Notes: _____

REASON FOR REQUEST

New Position <input type="checkbox"/> Transferred	Replacement for: <input type="checkbox"/> Promoted	Vacancy due to: <input type="checkbox"/> Voluntary/Involuntary Termination
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If filling a Pre-existing position, no approval signatures are required

TERMS OF EMPLOYMENT

<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Interim <input type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	<input type="checkbox"/> Temp* *Period for which Person is Required: <input type="checkbox"/> On-Call* From Date: _____
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JOB DESCRIPTION

Job description attached: Yes No**
 **If an approved job description is not available, please list responsibilities and define the experience requirements below.

****KEY RESPONSIBILITIES**

Equipment Required:

Cell phone Lap top Desktop computer iPad Other _____

Driving Requirements:

Valid Driver's License Clear DMV report Current Insurance other _____

****EXPERIENCE REQUIREMENTS**

# Years Relevant Experience:	Min. Level of Education:	Fields of Study:	Add'l Specialized Coursework:

Kerri Jones

 Director's Signature

 Chief Financial Officer Signature

 Chief Operations Officer Signature

 Chief Executive Officer Signature

10/15/21

 Date

 Date

 Date

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