

CITY OF PHENIX CITY
PERSONNEL REQUISITION FORM

Department:

Division:

Supervisor:

Date needed:

Work Schedule: Monday-Friday

Shift

Other

Work hours:

Job Title:

Starting Salary/Hourly Rate:

Position Type: Temporary

Part-time

Full-time

FLSA Status: Exempt

Non-Exempt

Reason needed: New Position

Replacement

Name of Former Employee/Incumbent:

Most Recent Job Description Revision Date:

(If older than 2 years please review Job Description for accuracy of current tasks/requirements/qualifications)

Trade publications/websites recommended for advertisement:

Date

City Manager

Department Head

Human Resources Director