



**CITY OF HIALEAH
MEMORANDUM**

HIRING / PROMOTION FROM ELIGIBILITY LIST

Date: _____

To: Mayor Esteban Bovo, Jr.

From: _____ Department: _____

RE: _____

The _____ Department has a vacancy for _____ position. In accordance with Civil Service Rules & Regulations and applicable collective-bargaining-agreement, this memorandum is to respectfully request the probationary appointment of _____ to this position.:

EXISTING:

(If Promotion) Department: _____
Position: _____
Pay Range: _____ Step: _____ Pay Rate: _____

CHANGE TO:

Department: _____
Position: _____
Pay Range: _____ Step: _____ Pay Rate: _____
Account #: _____

- Approved Disapproved **HR Director:** _____ **Date:** _____
- Approved Disapproved **Division Director of Budget and Finance/Designee:** _____ **Date:** _____
- Approved Disapproved **Executive Director of Finance Mgmt./Designee:** _____ **Date:** _____
- Approved Disapproved **Mayor:** _____ **Date:** _____

¹ Hiring and promotions shall be in accordance with City Charter Section 4.07(b), Civil Service Rules and Regulations and applicable collective bargaining agreement.