



**CITY OF HIALEAH  
POSITION STATUS CHANGE FORM**

(Reclassification/ Pay Grade Change/ Change Budgeted Position, etc.)

**Date:** \_\_\_\_\_

To: Mayor Esteban Bovo, Jr.

From: \_\_\_\_\_ Department: \_\_\_\_\_

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**EXISTING POSITION:**

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Pay Range: \_\_\_\_\_ Step: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

**CHANGE TO:**

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Pay Range: \_\_\_\_\_ Step: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Account #: \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVAL SIGNATURES**

Approved  Disapproved **Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved  Disapproved **HR Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved  Disapproved **Division Director of  
Budget & Finance:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved  Disapproved **Executive Director of Finance  
Management/Designee** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved  Disapproved **Mayor/Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_