



**CITY OF HIALEAH  
MEMORANDUM**

**PROVISIONAL APPOINTMENT/ TRANSFER**

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

To: Mayor Esteban Bovo, Jr.

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

RE: \_\_\_\_\_

The \_\_\_\_\_ Department has a vacancy for \_\_\_\_\_ position. This memorandum is to respectfully request the provisional appointment/ transfer, pursuant to the City Charter and the Civil Service Rules & Regulations<sup>1</sup>, of \_\_\_\_\_ as follows:

**EXISTING:**

Department: \_\_\_\_\_  
Position: \_\_\_\_\_  
Pay Range: \_\_\_\_\_ Step: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

**CHANGE TO:**

Department: \_\_\_\_\_  
Position: \_\_\_\_\_  
Pay Range: \_\_\_\_\_ Step: \_\_\_\_\_ Pay Rate: \_\_\_\_\_  
Account #: \_\_\_\_\_

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

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

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

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

<sup>1</sup> City Charter Section 4.07(b), Appointments shall be made only from an eligibility list certified by the Personnel Board except for provisional or temporary appointments made by the appointing authority. The Civil Service Rules & Regulations defines provisional employees as "any employee who may be appointed to a position with the understanding that the employee will be required to take a competitive examination and meet other requirements. This position may be occupied provisionally until a selection and appointment can be made from the employment list.