



**CITY OF HIALEAH
MEMORANDUM**

HIRING PART-TIMERS

Date: _____

To: Mayor Esteban Bovo, Jr.

From: _____ Department: _____

RE: _____

The _____ Department has a vacancy for _____ position.
This memorandum is to respectfully request the hiring of _____ to this
position.:

HIRING:

Department: _____

Position: _____

Pay Range: _____ Step: _____ Pay Rate: _____

Account #: _____

Approved Disapproved **HR Director/Designee:** _____ **Date:** _____

Approved Disapproved **Division Director of
Budget and Finance/Designee:** _____ **Date:** _____

Approved Disapproved **Executive Director of
Finance Mgmt./Designee:** _____ **Date:** _____

Approved Disapproved **Mayor/Designee:** _____ **Date:** _____