

**TOWN OF NORTH HAVEN
PERSONNEL REQUISITION**

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: September 11, 2017

Closing Date: When filled.

FROM: DIRECTOR OF FINANCE/ADMINISTRATION

DEPARTMENT: FINANCE

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Human Resources Administrator		\$70,000-\$75,000	\$70,000 - \$75,000

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: Yes HOURS: 40 PART TIME: No If part time, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE COMMERCIAL OTHER

EXPERIENCE:

See attached job description.

APPROVED BY: _____SEL

_____DF/A