

APPLICATION TO ESTABLISH A POSITION

This application must be completed and accompany requests for all positions to the Board of Commissioners. **Incomplete applications will be returned to the submitting department.**

POSITION CONTROL

Department: Planning Commission

Position Requested: Planning Specialist

Due to transfer/promotion/retirement/separation, etc.

New position

Position being eliminated: Planner

COST

IMPACT TO GENERAL FUND

0 % General Fund: Account #: _____

100 % Not General Fund: Account #: 2340-705.07

Non-General Fund Funding Source: Federal HUD funds

Match Required: \$ 0 / _____ % No Match Required

Funds available in current budget

Additional fund appropriation requested

Required Attachments

Current Job Description

Organizational Chart which identifies placement of requested position

Costing Sheet from Fiscal Services