

# 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.

X 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 /          %      X No Match Required

**X** 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