

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: <u>Planning</u>
Position Requested: <u>Planning Intern</u>
<input type="checkbox"/> Is employee probationary? No additional approval needed. Contact HR to post/fill.
<input type="checkbox"/> Due to transfer/promotion/retirement/separation, etc.
<input checked="" type="checkbox"/> New position
Position being eliminated: _____

COST

<u>IMPACT TO GENERAL FUND</u>	
_____ % General Fund:	Account #: _____
<u>0</u> % Not General Fund:	Account #: <u>2320-701.00</u>
Non-General Fund Funding Source: <u>billed as indirect cost to existing departmental grants</u>	
Match Required: \$ _____ / _____ %	<input checked="" type="checkbox"/> No Match Required
<input checked="" type="checkbox"/> Funds available in current budget	
<input type="checkbox"/> Additional fund appropriation requested	

Required Attachments

Current Job Description
Organizational Chart which identifies placement of requested position
Costing Sheet from Fiscal Services