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:
Position Requested: Is employee probationary? No additional approval needed. Contact HR to post/fill Due to transfer/promotion/retirement/separation, etc New position
Position being eliminated:
COST
IMPACT TO GENERAL FUND
% General Fund: Account #:
% Not General Fund: Account #:
Non-General Fund Funding Source:
Match Required: \$/%No Match Required
Funds available in current budgetAdditional fund appropriation requested

Required Attachments

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