

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

Position Requested: Program Services Intake Clerk

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 #: _____

100 % Not General Fund: Account #: 2325-731.10/2340-731.00

Non-General Fund Funding Source: Dept of Energy/Dept of HUD

Match Required: \$ _____ / _____ % 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