

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: _____
<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 type="checkbox"/> New position
Position being eliminated: _____

COST

<u>IMPACT TO GENERAL FUND</u>	
_____ % General Fund:	Account #: _____
_____ % Not General Fund:	Account #: _____
Non-General Fund Funding Source: _____	
Match Required: \$ _____ / _____ %	_____ No Match Required
_____ Funds available in current budget	For FY 24-25 and moving forward, funding source will be changed to State grant funding 2388-296.01
_____ Additional fund appropriation requested	

Required Attachments

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