

## 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>GCCARD</u>
Position Requested: <u>Intake Outreach Specialist</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: <u>N/A</u>

### COST

<u>IMPACT TO GENERAL FUND</u>	
<u>0</u> % General Fund: Account #: <u>N/A</u>	
<u>100</u> % Not General Fund: Account #: <u>2810-695.41-702.000</u>	
Non-General Fund Funding Source: <u>CSBG</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