

## 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 budget

\_\_\_\_ Additional fund appropriation requested

#### **Required Attachments**

Current Job Description

Organizational Chart which identifies placement of requested position

Costing Sheet from Fiscal Services