

## 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: Division Manager

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 #: \_\_\_\_\_

0 % Not General Fund: Account #: 2324-734.14 and 2324-734.05

Non-General Fund Funding Source: Mott Foundation Grant/MDOT

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