

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: _____
____ Due to transfer/promotion/retirement/separation, etc.
____ 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	
_____ Additional fund appropriation requested	

Required Attachments

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