

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