

## 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: Genesee County Sheriff's Office

Position Requested: Training Sergeant

Is employee probationary? No additional approval needed. Contact HR to post/fill.  
 Due to transfer/promotion/retirement/separation, etc.  
 New position

Position being eliminated: Training Deputy

### COST

#### IMPACT TO GENERAL FUND

% General Fund: Account #: 1010-351.00-702.000

% 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