

# 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

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

\_\_\_\_\_ % Not General Fund: Account #: \_\_\_\_\_

Non-General Fund Funding Source: \_\_\_\_\_

Match Required: \$ \_\_\_\_\_ / \_\_\_\_\_ % ☒ No Match Required

X	Funds available in current budget
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Additional fund appropriation requested

## Required Attachments

### Current Job Description

Organizational Chart which identifies placement of requested position

### Costing Sheet from Fiscal Services