

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.**

DEPARTMENT:

POSITION REQUESTED*:

If position previously existed, approximately which fiscal year:

Cost** for position (w/benefits, top of pay scale):

IMPACT TO GENERAL FUND

_____ % General Fund Account #:

_____ % Not General Fund Account #:
Non-General Fund Funding Source:

Match Required: \$ _____ / _____ % _____ No Match Required

Justification for establishment of the position:

***Required Attachments:**

Current Job Description

Organizational Chart which identifies placement of requested position

Rate of pay or pay scale

****Cost will be verified by the Controller**