



Unified Government Human Resources Guide

Effective 04-01-05

REQUEST TO CREATE NEW POSITION

Section to be completed by department:

Contact Person: _____ Ext. _____

Department/Division: _____

Proposed Classification of New Position: _____

Rationale for Proposed Classification: _____

(Attach additional sheets if necessary)

List of duties to be performed by this position: _____

(Attach additional sheets if necessary)

Position will report to: _____

(list actual classification)

Will this position supervise? Yes No

If yes, list the classifications of those to be supervised by this position: _____

Is the position Grant Funded? Yes No Grant Account # _____

If yes, list:

% grant funded _____ %

% other funding _____ % Account Number _____

Note: a completed Notification of Grant Application form must be attached if the position is grant funded

Department Head Approval: _____ Date: _____

Forward to Human Resources

Section to be completed by Human Resources (Compensation)

Classification Determination: _____ Occupation Code: _____

Salary Range: Minimum: _____ Midpoint: _____ Maximum: _____

Human Resources Review: _____ Date: _____

Forward to Budget

Section to be completed by Budget

Funds Available: Yes No ACD: _____

Budget Review: _____ Date: _____

Forward to County Administration

Section to be completed by County Administration

County Administration Approval: _____ Date: _____

Return to Human Resources

Section to be completed by Human Resources (Employment)

Position Inventory Number: _____

Human Resources Review: _____ Date: _____