

NEW POSITION REQUEST

Department: _____
Budget Unit: _____ Step: _____
Program Area: _____ Immediate Supervisor of Position: _____
Proposed Class: _____ Title: _____
Salary Range: _____ Name: _____

DUTIES TO BE ASSIGNED THIS POSITION (this information will be used in classifying positions:

% Time	Duties	% Time	Duties
_____	_____	_____	_____

(Continue on reverse side if necessary)

EXPLANATION OF WHY THE NEW POSITION IS NEEDED:

COST

Salary	_____
Retirement	_____
OASDI	_____
Benefit Insurances	_____
Worker's Compensation	_____
Unemployment Insurance	_____

If this position will be funded from outside sources or generate new revenue for the County, please detail it as

REVENUE OFFSET -

Sub-Total \$ _____

Equipment (Itemize) Amount: _____

Other Costs (Itemize) Source: _____

Total \$ _____