



TILLAMOOK COUNTY PERSONNEL REQUISITION

and Recruiting Analysis Employment for Position or FTE Increase

- Requisitions are limited to only 1 Job Classification and a maximum of 2 positions.
- Department Head, BOCC Liaison, and Treasurer signatures are required before submitting to the HR Director.
- New Positions require BOCC approval - Board Agenda item requests are due 10:00 a.m. the previous Friday.
- Incomplete forms will be returned to the Department Head.

REQUISITION INFORMATION					
Date of Request	Department Contact			Date Needed	
Department		Location		FTE	
Job Title		Position		Grant Funded	
		New Replacement		Yes No Approved Grant Attached	
Replacement Position		Prior Employee Name		Reason for Vacancy	
Yes No					
Regular Full Time (30-40 hrs)		Regular Part Time (20-29 hrs)		Part Time Less (NTE 19 hrs)	
150 Days-On Call		Returning Retired Employee, 150 Days-On Call		Casual Seasonal	
Complete description of work to be performed if not covered by position description:					
Special qualifications required, including experience details, if not covered by position description:					
AUTHORIZATION					
This is a(n) _____ position that _____ been budgeted for Fiscal Year ___/___.					
DEPARTMENT HEAD SIGNATURE <i>I certify that funds are available for this position.</i>					
BOCC LIAISON SIGNATURE					
TILLAMOOK COUNTY TREASURER / BUDGET OFFICER <i>I certify that Funding is available. Funding is NOT available.</i>					
HUMAN RESOURCES DIRECTOR					
BOCC CHAIR SIGNATURE <i>Required for new position requests.</i>					