



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