

**COUNTY OF IMPERIAL
POSITION REQUEST
BUDGET FORM**

PART 1. DEPARTMENT/BUDGET UNIT INFORMATION

Department: _____ Org Key Title: _____ Org Key Code: _____

ACTION:

- Fund Existing Unfunded Allocation
- Add and Fund Allocation
- Delete Existing Funded Allocation
- Delete Existing Unfunded Allocation
- Transfer Allocation -

STATUS:

- Regular Full Time
- Regular Part Time
- Limited Term - Full Time

Hours: _____

From Org Key: _____ To Org Key: _____
 Other _____

Position Request Form is due to HR no later than March 28, 2025.

Copy of signed Position Request Form must be attached to Augmentation Request Form via Qwestica.

Title Description: _____

Request Effective Date: _____

Proposed Duties/Program: _____

Justification Must Be Attached

Department Head Signature: _____ Date: _____

PART 2. HUMAN RESOURCES DEPARTMENT

Recommended Not Recommended Other(See Comments) Bargaining Unit: _____

Position Status: _____ PCN Number: _____

Range/Step: _____ Salary Amount: _____

Human Resources Signature: _____ Date: _____

Comments: _____

