



# 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>
08/30/2022	Marlene Putman	09/01/2022
<b>Department</b>	<b>Location</b>	<b>FTE</b>
HHS	Administration	1.00
<b>Job Title</b>	<b>Position</b>	<b>Grant Funded</b>
PHPR - TPEP PH Modernization	<input checked="" type="radio"/> New <input type="radio"/> Replacement	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Approved Grant Attached
<b>Replacement Position</b>	<b>Prior Employee Name</b>	<b>Reason for Vacancy</b>
<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	
<input checked="" type="checkbox"/> Regular Full Time (30-40 hrs) <input type="checkbox"/> Regular Part Time (20-29 hrs) <input type="checkbox"/> Part Time Less (NTE 19 hrs)		
<input type="checkbox"/> 150 Days-On Call <input type="checkbox"/> Returning Retired Employee, 150 Days-On Call <input type="checkbox"/> 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) <u>NEW</u> <input checked="" type="radio"/> position that <u>HAS NOT</u> been budgeted for Fiscal Year 22/23		
<b>DEPARTMENT HEAD SIGNATURE</b> <i>I certify that funds are available for this position.</i>	<b>Marlene Putman</b>	Digitally signed by Marlene Putman Date: 2022.08.30 14:16:08 -07'00'
<b>BOCC LIAISON SIGNATURE</b>	<b>Erin D Skaar</b>	Digitally signed by Erin D Skaar Date: 2022.08.30 14:45:59 -07'00'
<b>TILLAMOOK COUNTY TREASURER / BUDGET OFFICER</b> <i>I certify that <input checked="" type="radio"/> Funding is available <input type="radio"/> Funding is NOT available.</i>	<b>Shawn Blanchard</b>	Digitally signed by Shawn Blanchard Date: 2022.08.30 15:44:23 -07'00'
<b>HUMAN RESOURCES DIRECTOR</b>		Digitally signed by Breanna Stephens Date: 2022.10.07 3:00 pm
<b>BOCC CHAIR SIGNATURE</b> <i>Required for new position requests.</i>		Erin Skaar, Vice-Chair Board of Commissioners 10/19/22