



Please complete the tab that correlates with the type of position change you are requesting. Only include ONE request per worksheet. If requesting multiple personnel changes, please prioritize each worksheet in order of importance. For each personnel request, submit this form, along with the "New Position Request."

**REQUEST TYPE: NEW FULL-TIME POSITION**

7410  
**Department #**

Planning and Development  
**Department Name**

Director of Planning and Development  
**Requested Position Title**

**Priority #**

<b>ADDITIONAL PERSONNEL COST CALCULATION</b>	
<i>New Position</i>	
\$133,000.00	Salary Requested (use midpoint of paygrade)
10,174.50	Taxes
14,630.00	Retirement
32,940.00	Health
47.88	Dental
344.74	Life
95.76	AD&D
513.79	Short Term Disability
<b>\$191,746.67</b>	<b>Total Additional Personnel Costs</b>

**JUSTIFICATION** (please provide a short explanation of your request on the lines below):

<b>PERSONNEL EQUIPMENT REQUEST</b> (list all equipment required and estimated cost)	
<i>**Do not add these estimated costs to your department's operating budget. It is calculated separately by OMB.</i>	
EQUIPMENT DESCRIPTION (uniform, gun, fire safety suit, vehicle, computer, cell phone etc.)	ESTIMATED COST
Vehicle Allowance	\$ 5,199.96
Phone Allowance	\$ 600.00
	\$ -