



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

1117	Parks and Leisure
<b>Department #</b>	<b>Department Name</b>
Director of Parks and Community Service	
<b>Requested Position Title</b>	<b>Priority #</b>

### ADDITIONAL PERSONNEL COST CALCULATION

<b>New Position</b>		<b>Account</b>
\$120,000.00	Salary Requested (use midpoint of paygrade)	4104
\$5,200.00	Car Allowance	4433
9,577.80	Taxes	4110
17,528.00	Retirement	4131
28,299.97	Health	4121
1,566.12	Dental & Vision	4123
311.04	Life	4122
86.40	AD&D	4122
463.57	Short Term Disability	4121
<b>\$183,032.90</b>	<b>Total Additional Personnel Costs</b>	

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

(This section is currently empty, indicated by three horizontal gray lines.)

### PERSONNEL EQUIPMENT REQUEST (list all equipment required and estimated cost)

\*\*Do not add these estimated costs to your department's operating budget. It is calculated separately by OMB.

EQUIPMENT DESCRIPTION (uniform, gun, fire safety suit, vehicle, computer, cell phone etc.)	ESTIMATED COST
Cell Phone Reimbursement	\$ 600.00
	\$ -