

# Staffing Requisition Form

**Instructions:**

This Form must be completed when requesting a new position (casual or permanent) or when refilling a permanent part-time or full-time position. Staff requisition requests must include the position justification analysis on the next page. All staff requisitions forms require the approval of the Department Head and the Oversight Committee before the requisition can move forward to the next step: approval by the Admin team with reporting to the Personnel Committee to refill any budgeted positions and approval of the Admin team, Personnel and the County Board by 2/3<sup>rd</sup>s vote for any new positions. Whenever possible, the establishment of a new position should take effect with the adopted annual budget by majority vote or when the Board decides to amend the budget by a 2/3rds vote.

For departments that budget for casual employees, this Form should be used only when requesting additional funding for casual employees.

POSITION INFORMATION	
Position Title: Office Manager	Anticipated Start Date:
Department:  Forestry, Parks and Recreation	Pre-posted to close on December 15 <sup>th</sup> , 2025
Work Location: Forestry, Parks and Recreation Main Office	If limited employment, indicate end date:
Status: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> LTE <input type="checkbox"/> Intern	
Approximate Hiring Salary: \$47,840 to \$60,320	
Scheduled Days/ Hours:  Proposed schedule different from the past: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Job Description (please review and attach a copy of the job description):  <input checked="" type="checkbox"/> The job description has been reviewed and is accurate with no changes suggested <input type="checkbox"/> Revisions are required. Revision proposals are attached.	
Additional Comments:  Position description as posted, reflects duties only within the Forestry, Parks and Recreation Department	

**BUDGET INFORMATION**

New  Replacement  Reallocation  Non-Budgeted  Contract

If replacement give name/reason:

Karalee Brock- Resignation

Other Funding Source/Grant Name:

Funded annual within County budgets

Funding Start Date:

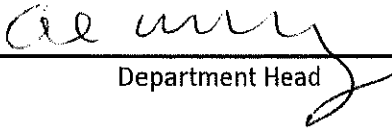
Funding End Date:

**OVERSIGHT COMMITTEE APPROVAL**

Approved by Oversight Committee

Date Approved: \_\_\_\_\_

**SIGNATURE APPROVALS**

  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Admin Team Member

Date: 12/8/2025

Date:

**Position Justification:**

The following questions must be answered:

1. Describe the essential functions of the position; and whether any of the functions are mandated by law. (Specific critical service(s) served or supported by the position)
2. Explain why the position needs to be created or refilled and explain other options considered for providing the services.
3. What is the funding source for the position?
4. What are the consequences of not filling the position?
5. What is the contingency plan if the staffing requisition is not approved?
6. To what extent technology is used or could be used to maximize efficiencies and minimize labor costs?
7. How can work be reassigned to existing staff to maximize intra-departmental and intergovernmental efficiencies?
8. Recommendations for performance measurement indicators for the position.

Justifications must be submitted with the requisition form and job description prior to authorization to fill.

**Completed Forms:**

Once the form is completed please send to HR Department and Corporation Counsel/Admin Team.

For Administrative Use Only:

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_