

REQUEST FOR ADDITIONAL POSITION(S) IN AN ALREADY ESTABLISHED ENTRANCE LEVEL CLASSIFICATION

1. I certify that the duties, responsibilities and qualification requirements of the new position(s) listed below conform to the class specification already established by the Civil Service Commission for the requested title and request that classification approval be given in accordance with the established procedure.

Department Head Signature:

Date:

2. Number of Positions	3. Title of requested new position(s)	4. Location (Dept., Div., Unit, etc.)	5. Duration Perm. Temp.

6. ACTION BY CIVIL SERVICE COMMISSION

- Approved
 Disapproved

Signed:

Date:

7. ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

- Approved
 Disapproved

Signed:

Date: