

**WINNEBAGO COUNTY
NEW POSITION REQUEST FORM**

DEPARTMENT NAME: Public Health **Org Number:** _____

SUGGESTED TITLE: Health Educator - Community Transformation Grant

PRINCIPAL DUTIES: To provide coordination of all Community Transformation Grant activities, ensure completion of objectives and reports, and handle day to day business of the grant project.

Reviewed by Personnel Department:

Recommendation:

<input type="checkbox"/>
<input type="checkbox"/>

Approve

Deny (Comments attached)

I. Check the applicable box:

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Current department needs

New program needs

The requested position is:

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Full time

Part time

Converting part-time to full-time

Part-time hours/wk prior to conversion= _____

Temporary/seasonal

II. Explain the reason for the need for the new position or conversion to full time. (Attach additional pages if needed):

This position is needed to coordinate a newly received grant. The grant fully funds the position request and will be contingent on grant funding.

III. Identify the consequences if the position is denied. (Attach additional pages if needed):

If denied, we would not be able to meet the grant requirement and have to decline acceptance of the grant.