REQUEST TO FILL VACANCY

Position Vacancy Finance Assistant I

Department Finance

Vacancy Result of: Reorganization of office

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description

2. Departmental Organizational Chart

3. Severance Payout Calculations for Terminating Employee (if applicable)

| | |
|---|---|
| Vacation | $ |
| Sick Leave | $ |
| Employee Retirement Recognition | $ |
| Other | $ |
| Total | $ |

4. Explain the effects of leaving the vacancy until severance is accumulated.

5. Explain the effects of not filling the position or discussion of alternatives.

We have to fill this position to be able to get all of our work completed

6. Provide description of departmental discussions about the vacancy.

7. Estimated length of time to fill the position after approval.

8. Any additional comments?

Nicki Buseth
Department Manager

4-14-2020
Date

Request for filling of vacancy: _____Approved _____Denied

Chairman, Brookings County Commission

Date