



**NEW POSITION:** Brief job description and attach a copy of the new job description.

Studies blueprints and/ or work orders and determines the number of hours and materials required to complete a job.

Plans a layout, installs and repairs wiring, electrical fixtures. Measures, cuts bends threads assembles and install electrical conduit.

Pulls wiring through conduit. Ect.

**POSITION RECLASIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)



Reorganization, short of staff.

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			