

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

sdfsdsd!

See the attached job description

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

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 YES NO

2. **HUMAN RESOURCES DIRECTOR** _____ DATE _____
PERSONNEL PROCEDURES COMPLETED YES NO

3. **DEPARTMENT OF BUDGET & MANAGEMENT** _____ DATE _____
BUDGET PROCEDURES COMPLETED YES NO

4. **COMMISSIONERS COURT APPROVAL** _____ DATE _____

Handwritten signature and date: 7/15/08