



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

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See the attached job description

**POSITION RECLASIFICATION:** 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

*Heidi P. Lewis* 7/15/08  
DEPARTMENT HEAD DATE

2. sdfgsdfg \_\_\_\_\_  
HUMAN RESOURCES DIRECTOR DATE

3. \_\_\_\_\_  
DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. \_\_\_\_\_  
COMMISSIONERS COURT APPROVAL DATE

FUNDING AVAILABLE IN DEPT. BUDGET  YES  NO

PERSONNEL PROCEDURES COMPLETED  YES  NO

BUDGET PROCEDURES COMPLETED  YES  NO