



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

see attached job description

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

see attached job description

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

- |    |   |                        |                                   |                              |  |
|----|---|------------------------|-----------------------------------|------------------------------|--|
| 1. | <u><i>P. Rodriguez</i></u><br>DEPARTMENT HEAD | <u>7/16/08</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | _____<br>HUMAN RESOURCES DIRECTOR             | _____<br>DATE          | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 3. | _____<br>DEPARTMENT OF BUDGET & MANAGEMENT    | _____<br>DATE          | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 4. | _____<br>COMMISSIONERS COURT APPROVAL         | _____<br>DATE          | _____                             | _____                        | _____                                  |