

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

This position will assure that the required drivers licence certification is maintained to be able to assist in various job tasks and assist to better service in the Precinct.

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

N/A

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

N/A

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

New employee will also have the ability to operate various equipment including backhoes, front-end loaders and compactors.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. Richard Standy 8/08/08
DEPARTMENT HEAD DATE

2. _____ DATE
HUMAN RESOURCES DIRECTOR

3. _____ DATE
DEPARTMENT OF BUDGET & MANAGEMENT

4. _____ DATE
COMMISSIONERS COURT APPROVAL

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO