



1.	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input 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		

*[Handwritten Signature]*

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

WITH THE CITY OF PHARR.

COMMENTS: (Any comments you wish to make regarding this request)  
~~NO BUDGETARY IMPACT - FUNDED BY INTER-LOCAL AGREEMENT FOR TAX COLLECTIONS~~

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

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

NEW POSITION: Brief job description and attach a copy of the new job description.  
 sdsdsd/ SEE ATTACHED.