



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

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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| 1. | _____                             | _____ | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                   | DATE  |                                   |                              |                             |
| 2. | _____                             | _____ | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR          | DATE  |                                   |                              |                             |
| 3. | _____                             | _____ | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT | DATE  |                                   |                              |                             |
| 4. | _____                             | _____ | _____                             | _____                        | _____                       |
|    | COMMISSIONERS COURT APPROVAL      | DATE  |                                   |                              |                             |