

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)


MAIN RESPONSIBILITIES FOR THE SHOP FOREMAN IS THE SUPERVISION OF (2) MECHANICS / (1) TIRE REPAIR MAINTENANCE, MAINTAIN INVENTORY CONTROL, CONDUCT PREVENTIVE MAINTENANCE.

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

				
1.	DEPARTMENT HEAD	10/29/2008	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	11/21/2008	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	11/21/2008	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		