

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

See Attached,

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

FUNDING NOT AVAILABLE - PLEASE REFER TO FISCAL NOTE. - NOT RECOMMENDED AT THIS TIME. (P)

[Signature]

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|----|---------------------------------------------------------|----------|-----------------------------------|-----------------------------------------|----------------------------------------|
| 1. | DEPARTMENT HEAD | 3/2/09 | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | Esther A. Cortez / sje
HUMAN RESOURCES DIRECTOR | 03-02-09 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i>
DEPARTMENT OF BUDGET & MANAGEMENT | 3/02/09 | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |