

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

Analyst III's - Job descriptions Attached -
Project Management Functions -

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)

Deletion of 3 Analysts I's To create 2
Analyst III's will result in a net
salary savings -

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Paul Delgado</u> DEPARTMENT HEAD	<u>3/20/09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Julia [Signature]</u> HUMAN RESOURCES DIRECTOR	<u>3/20/09</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Paul Delgado</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>3/20/09</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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

Analysts III's Job descriptions - Attached

Project Management Functions

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)

Deletion of 3 Analysts I's To Create 2 Analysts III's will result in a net salary savings

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Raul Dominguez</u>
DEPARTMENT HEAD | <u>3/20/2009</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther Alarcon</u>
HUMAN RESOURCES DIRECTOR | <u>3/20/2009</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Raul Dominguez</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/20/2009</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |