

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

Positions needed for excavation and removal of dirt from drainage improvement project sites.

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

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

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|----|---|--------------------------|-----------------------------------|------------------------------|--|
| 1. | <u>D. L. Bayza, Jr. ms</u>
DEPARTMENT HEAD | <u>3/30/2009</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" 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 | _____ | _____ | _____ |