



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

Truck driver positions needed for removal of dirt from drainage improvement project sites.

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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.	<u>W.L. Baya, Jr.</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	_____	_____	_____