

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

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)

TRANSFER OF EMPLOYEE FROM ONE DEPARTMENT TO ANOTHER DEPARTMENT AND FROM ONE FUND TO ANOTHER FUND. NO CHANGE IN SALARY.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Paul Polyzio</u> DEPARTMENT HEAD	<u>6/01/09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<u>Esther A. Cortez / rje</u> HUMAN RESOURCES DIRECTOR	<u>06.05.09</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Paul Polyzio</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/01/09</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

