

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

Perform inventories at the Precinct level and review information submitted by the precincts in regards to the GASB Infrastructure Depreciation Report.

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

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

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

An additional staff member will help improve the turn around time of information requested and the number of inventories that can be conducted throughout the year. The position will also help with the detailed job it entails in reviewing the information that is submitted by the precincts and what is recorded on the expenditure reports.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|---|-------------------------|---|---|-----------------------------|
| 1. | <u>Martha L. Salazar</u> DEPARTMENT HEAD | <u>3/9/09</u> DATE | <u>6/26/09</u> FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / pjm</u> HUMAN RESOURCES DIRECTOR | <u>06-29-09</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Kalle Pelyng</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>6/29/09</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

