



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

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

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

NOTE: Criminal Investigator (slot no. 080-002-0025) position requested to be deleted currently has \$3,600.00 allocated in auto allowance.

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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. | <br>FOR RENE GUERRA  | 6/30/2009<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <br>ESTHER A. CORTAZ | 07.06.09<br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 3. | <br>KELLI DALGARNO   | 7/01/2009<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE              |                                   |   |



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

Allocate Auto Allowance in the amount of \$900.00 to new Assistant District Attorney (slot no. 080-002-position requested).

NOTE: Criminal Investigator (slot no. 080-002-0025) position requested to be deleted was originally allocated \$3,600.00 in auto allowance.

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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>FOR RENE GOERRA</u><br>DEPARTMENT HEAD                 | <u>6/30/2009</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <u>Arthur A. Cortez / ajc</u><br>HUMAN RESOURCES DIRECTOR | <u>07-06-09</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>Bill Pulgarin</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/01/2009</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                              | DATE                     |                                   |   |