

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|---|-------------------------|-----------------------------------|---|
| 1. | <u><i>Robert Calvino</i></u>
DEPARTMENT HEAD | <u>7/10/09</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>Katherine A. Cortez / HRC</i></u>
HUMAN RESOURCES DIRECTOR | <u>07-10-09</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>Edie Delgado</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/10/09</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |