



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

see attached job description.

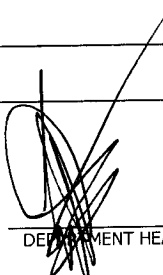
**POSITION RECLASIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |  |                       |                                   |   |
|----|--|-----------------------|-----------------------------------|---|
| 1. | <br>DEPARTMENT HEAD | July 21, 2009<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | sdfgsdfg<br>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                  |                                   |   |