

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

PLEASE SEE JOB DESCRIPTION

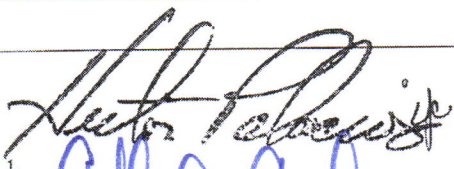
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

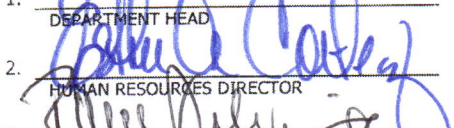
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

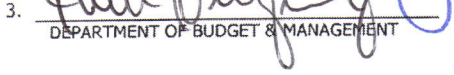
COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
 DEPARTMENT HEAD

2. 
 HUMAN RESOURCES DIRECTOR

3. 
 DEPARTMENT OF BUDGET & MANAGEMENT

10/19/2009
 DATE

10/22/2009
 DATE

10/22/2009
 DATE

DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

4. COMMISSIONERS COURT APPROVAL DATE

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

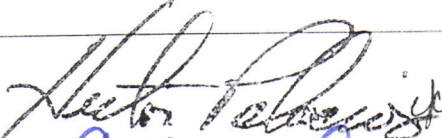
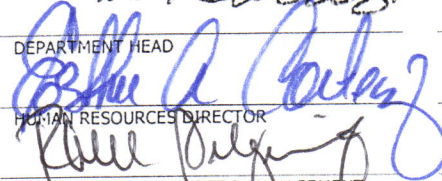
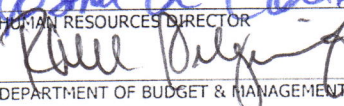
N/A

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.		10/21/2009			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/>	YES <input type="checkbox"/>
2.		10/22/2009		<input checked="" type="checkbox"/>	YES <input type="checkbox"/>
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.		10/22/2009		<input checked="" type="checkbox"/>	YES <input type="checkbox"/>
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>
4.	COMMISSIONERS COURT APPROVAL	DATE			