



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

PLEASE SEE JOB DESCRIPTION

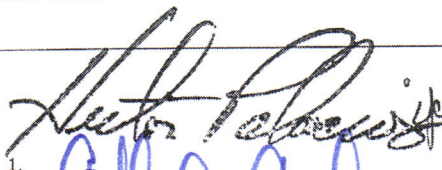
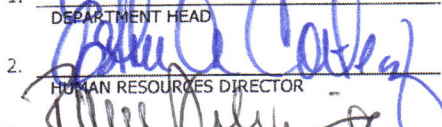
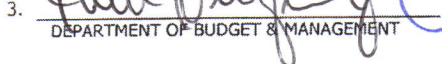
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**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

<p>1.   DEPARTMENT HEAD</p> <p>2.   HUMAN RESOURCES DIRECTOR</p> <p>3.   DEPARTMENT OF BUDGET &amp; MANAGEMENT</p> <p>4. _____  COMMISSIONERS COURT APPROVAL</p>	<p><u>10/19/2009</u>  DATE</p> <p><u>10/20/2009</u>  DATE</p> <p><u>10/22/2009</u>  DATE</p> <p>_____  DATE</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
---	---	--



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

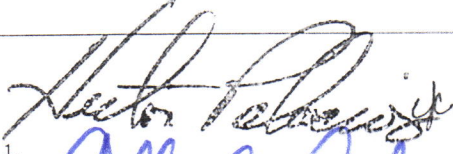
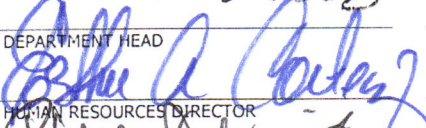
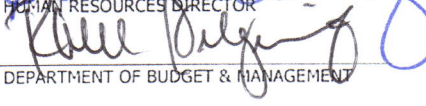
N/A

**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"/> NO
2.		10/22/2009		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		10/22/2009		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		