



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

SEE ATTACHED JOB DESCRIPTION

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

N/A

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

THESE POSITIONS MAY BE EXTENDED DUE TO EXPECTED FUNDING FROM PHASE II

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u>Adam P. Skene</u> DEPARTMENT HEAD	<u>9-29-09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<u>Patricia Collins</u> HUMAN RESOURCES DIRECTOR	<u>11/2/2009</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Michelle Delgado</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/02/09</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



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

SEE ATTACHED JOB DESCRIPTION

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

N/A

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

THE POSITION MAY BE EXTENDED DUE TO EXPECTED FUNDING FROM PHASE II

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u><i>Steve P. Jones</i></u> DEPARTMENT HEAD	<u>9.29.09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<u><i>Bobbie O. Conway</i></u> HUMAN RESOURCES DIRECTOR	<u>11/2/2009</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>Steve O'Leary</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/02/09</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



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

SEE ATTACHED JOB DESCRIPTION

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

N/A

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

THE POSITION MAY BE EXTENDED DUE TO EXPECTED FUNDING FROM PHASE II

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u><i>Kevin P. Kline</i></u> DEPARTMENT HEAD	<u>9-29-09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<u><i>Gerardo De Cordova</i></u> HUMAN RESOURCES DIRECTOR	<u>11/2/2009</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>Kevin P. Kline</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/02/09</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			