

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>O. L. Kanya Jr</u>
DEPARTMENT HEAD | <u>12/11/09</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>HUMAN RESOURCES DIRECTOR</u> | <u>DATE</u> | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>Rene Delacruz</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/11/09</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

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BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|---|-------------------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>O. L. Kaysa, Jr.</u>
DEPARTMENT HEAD | <u>12/11/09</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u>
HUMAN RESOURCES DIRECTOR | <u> </u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/11/09</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

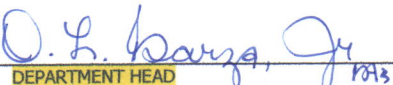
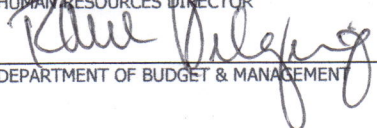
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| 1. | 
<small>DEPARTMENT HEAD</small> | 12/11/09
<small>DATE</small> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <small>HUMAN RESOURCES DIRECTOR</small> | <small>DATE</small> | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
<small>DEPARTMENT OF BUDGET & MANAGEMENT</small> | 12/11/09
<small>DATE</small> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | <small>COMMISSIONERS COURT APPROVAL</small> | <small>DATE</small> | | |

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BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|---|-------------------------|-----------------------------------|---|
| 1. | <u>D. L. Barza, Jr.</u>
DEPARTMENT HEAD | <u>12/11/09</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>HUMAN RESOURCES DIRECTOR</u> | <u>DATE</u> | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>Bill DeLeon</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/11/09</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |