



**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)

---

---

---

**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

---

---


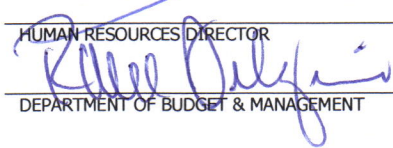
---

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

---

---

---

1.		2/3/10	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.		2/3/2010	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		