

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

Plans and coordinates daily job assignments with the Area Supervisor and ensure that the assignments are completed in a safe and efficient manner.

Supervises employees. Establishes general objectives relative to a specific project, to outline the desired end product and to identify potential resources.

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

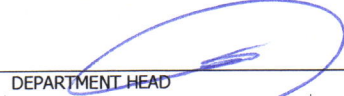
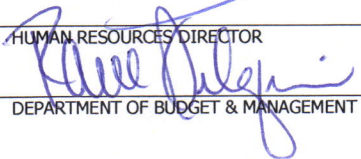
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

During the Organizational Realignment analysis, it was determined that a Foreman position was necessary to oversee and be responsible for construction and renovation projects.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>2/3/10</u>	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.		<u>2/3/2010</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			