

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. *Nector P. ...* 2/4/2010
DEPARTMENT HEAD DATE

2. *[Signature]* 2/10/2010
HUMAN RESOURCES DIRECTOR DATE

3. *[Signature]* 2/10/10
DEPARTMENT OF BUDGET & MANAGEMENT DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

4. COMMISSIONERS COURT APPROVAL _____ DATE _____



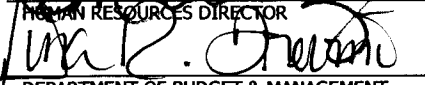
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1.	 DEPARTMENT HEAD	<u>2/3/10</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>2/10/2010</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>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