



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

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|----|--|---------------------------------------|-----------------------------------|--|
| 1. | <i>Paul Silguero</i> 
<small>DEPARTMENT HEAD</small> | <i>5/17/10</i>
<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. | <i>Paul Silguero</i> 
<small>DEPARTMENT OF BUDGET & MANAGEMENT</small> | <i>5/17/10</i>
<small>DATE</small> | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | <small>COMMISSIONERS COURT APPROVAL</small> | <small>DATE</small> | | |