



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

In file



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

N/A

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

- |    |  |                  |                                   |   |                             |
|----|--|------------------|-----------------------------------|---|-----------------------------|
| 1. | <br>DEPARTMENT HEAD                   | 6/4/10<br>DATE   | 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. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 6/4/2010<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE             |                                   |   |                             |



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

N/A



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

Funds for proposed Program Coordinator I position and related fringe benefits will be funded through the Urban County Program - CDBG funds

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

Comments - PENDING CC APPROVAL OF REGRADE.

- |    |   |          |                                   |   |                             |
|----|---|----------|-----------------------------------|---|-----------------------------|
| 1. |  | 5/25/10  | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | DATE     |                                   |   |                             |
| 2. | HUMAN RESOURCES DIRECTOR  | DATE     | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. |  | 6/4/2010 | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE     |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE     |                                   |   |                             |