



**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

Position Deletion and Creation - No  
Budgetary Impact. pc

1.	<u>D. G. ... Jr.</u> DEPARTMENT HEAD	<u>6/28/2010</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>6/28/2010</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/28/2010</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



**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)

CREATION OF POSITION WILL RESULT IN COST SAVINGS.

---

---

**HUMAN RESOURCES:** Classification and Salary Recommendation

---

---

---

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

Position Deletion and Creation - No  
Budgetary Impact. *pc*

1. *D. S. [Signature]*  
DEPARTMENT HEAD

6/28/2010  
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2. *[Signature]*  
HUMAN RESOURCES DIRECTOR

6/28/2010  
DATE

PERSONNEL PROCEDURES COMPLETED

YES  NO

3. *[Signature]*  
DEPARTMENT OF BUDGET & MANAGEMENT

6/28/2010  
DATE

BUDGET PROCEDURES COMPLETED

YES  NO

4. COMMISSIONERS COURT APPROVAL

DATE