



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

No new position



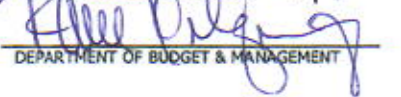
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		07/09/10			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET		
2.		07.12.10			<input type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED		
3.		7/09/2010			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED		
4.	COMMISSIONERS COURT APPROVAL	DATE			