

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

See Job Description


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

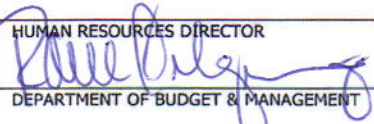
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>DEPARTMENT HEAD</u> | <u>3/22/2011</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>HUMAN RESOURCES DIRECTOR</u> | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
<u>DEPARTMENT OF BUDGET & MANAGEMENT</u> | <u>3/22/2011</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | <u>COMMISSIONERS COURT APPROVAL</u> | DATE | | | |

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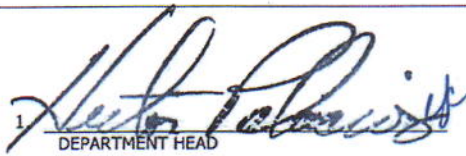

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