



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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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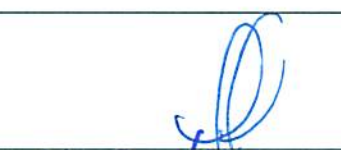


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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|------------------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>3/30/2011</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | DATE             |                                   |   |                             |
| 2. |  | <u>3/31/2011</u> | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | DATE             |                                   |   |                             |
| 3. |  | <u>3/31/2011</u> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE             |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE             |                                   |   |                             |



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