

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)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

<p>1. <u><i>Heidi Robinson</i></u> DEPARTMENT HEAD</p> <p>2. <u><i>John Coker</i></u> HUMAN RESOURCES DIRECTOR</p> <p>3. <u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT</p> <p>4. _____ COMMISSIONERS COURT APPROVAL</p>	<p><u>08/25/2011</u> DATE</p> <p><u>8/26/2011</u> DATE</p> <p><u>08/24/2011</u> DATE</p> <p>_____ DATE</p>	<p><u>FUNDING AVAILABLE IN DEPT. BUDGET</u></p> <p>PERSONNEL PROCEDURES COMPLETED</p> <p>BUDGET PROCEDURES COMPLETED</p> <p>_____</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>_____</p>
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