

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

Rodolfo Delgado
DEPARTMENT HEAD

2/3/12
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

Esther A. Cortez
HUMAN RESOURCES DIRECTOR

02-03-12
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

[Signature]
DEPARTMENT OF BUDGET & MANAGEMENT

2/3/12
Date

BUDGET PROCEDURES COMPLETED

YES NO

COMMISSIONERS' COURT APPROVAL

_____ Date