

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

sdfsdfsdf

JOB description is the same as all other
Deputy Constables.

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)

Constable Step and Grade Compensation Plan.
Step 1

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Office will require additional funding as positions were not included
in 2012 Budget.

- | | | | | | |
|----|--|--------------------------|-----------------------------------|---|--|
| 1. | <u>[Signature]</u>
DEPARTMENT HEAD | <u>2/14/2012</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez by Sylvia Rios</u>
HUMAN RESOURCES DIRECTOR | <u>02-11-12</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>2/15/2012</u>
DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |