



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

SEE JOB DESCRIPTION ATTACHED

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

N/A

**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. *[Signature]*  
 DEPARTMENT HEAD

2. *[Signature]*  
 HUMAN RESOURCES DIRECTOR

3. *[Signature]*  
 DEPARTMENT OF BUDGET & MANAGEMENT

4. \_\_\_\_\_  
 COMMISSIONERS COURT APPROVAL

4/10/20102  
 DATE

4/12/2012  
 DATE

4/12/2012  
 DATE

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

PERSONNEL PROCEDURES COMPLETED

YES  NO

BUDGET PROCEDURES COMPLETED

YES  NO



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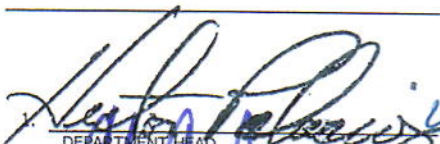
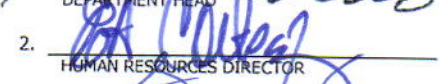
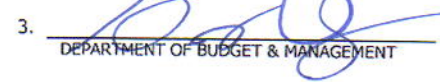
N/A

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		4/10/2010			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		4/12/2012			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		4/12/2012			
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			