

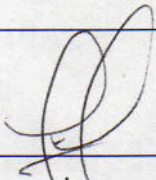
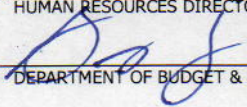
NEW POSITION: Brief job description and attach a copy of the new job description.

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

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|----|--------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------|-----------------------------------------|-----------------------------|
| 1. |  DEPARTMENT HEAD | <u>6/27/12</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez</u> HUMAN RESOURCES DIRECTOR | <u>06.27.12</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | <u>07/02/2012</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |