



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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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|----|---|-------------------------|-----------------------------------|---|--|
| 1. | <u><i>Alfonso R. Sene</i></u><br>DEPARTMENT HEAD                          | <u>1/10/13</u><br>DATE  | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| 2. | <u><i>Katherine D. Costello by Deputy</i></u><br>HUMAN RESOURCES DIRECTOR | <u>01-10-13</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 3. | <u><i>AS</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT                     | <u>01-11-13</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE                    |                                   |   |  |



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|----|--|-------------------------|-----------------------------------|---|--|
| 1. | <u><i>Heine R. Jene</i></u><br>DEPARTMENT HEAD                   | <u>1/10/13</u><br>DATE  | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez Lopez</i></u><br>HUMAN RESOURCES DIRECTOR | <u>01-10-13</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT   | <u>01-11-13</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 4. | COMMISSIONERS COURT APPROVAL                                     | DATE                    |                                   |   |  |



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1.	<u>Alana R. Stone</u> DEPARTMENT HEAD	<u>1/10/13</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<u>Esther A. Cortez-Ley</u> HUMAN RESOURCES DIRECTOR	<u>01-10-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>01-11-13</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			