



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

N/A

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


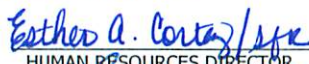

N/A

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

N/A

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

- |    |   |                   |                                   |   |                             |
|----|---|-------------------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>3-19-13</u>    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | DATE              |                                   |   |                             |
| 2. |  | <u>03-19-13</u>   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | DATE              |                                   |   |                             |
| 3. |  | <u>04/15/2013</u> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE              |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE              |                                   |   |                             |



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

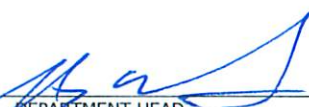


See attached job description.

**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

1.	 DEPARTMENT HEAD	<u>3-19-13</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>03-20-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>04/15/2013</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		