

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

See Attachment

POSITION RECLASIFICACION: 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

08/20/2013

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|----|---------------------------------------|--------------------|-----------------------------------|---|-----------------------------|
| 1. | Roy Cazares for Rene Guerra | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |
HUMAN RESOURCES DIRECTOR | 8.22.13
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |
DEPARTMENT OF BUDGET & MANAGEMENT | 08/29/2013
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |