

4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT _____ DATE 11/15/2013

2. HUMAN RESOURCES DIRECTOR _____ DATE 11/15/13

1. DEPARTMENT HEAD _____ DATE 11/14/2013
for review Governor

BUDGET PROCEDURES COMPLETED YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

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

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



4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT _____ DATE 11/15/2013

2. HUMAN RESOURCES DIRECTOR _____ DATE 11/15/13

1. DEPARTMENT HEAD _____ DATE 11/14/2013

For Review Governor

BUDGET PROCEDURES COMPLETED YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

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

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

