



**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)

Requesting permission to advertise and begin the hiring process this year and have positions begin January 1, 2014 in order to have employees begin during a busy time preparing for the 2014 Primary election on March 4, 2013.

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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. Yvonne Ramon 11-25-2013 FUNDING AVAILABLE IN DEPT. BUDGET  YES  NO  
DEPARTMENT HEAD DATE
- 2. Esther A. Lopez by Sepulveda 12-06-13 PERSONNEL PROCEDURES COMPLETED  YES  NO  
HUMAN RESOURCES DIRECTOR DATE
- 3. [Signature] 12/17/2013 BUDGET PROCEDURES COMPLETED  YES  NO  
DEPARTMENT OF BUDGET & MANAGEMENT DATE
- 4. \_\_\_\_\_ DATE \_\_\_\_\_