

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

EMPLOYEE NO. 120227. SUPPLEMENTAL PAY AND RELATED FRINGE BENEFITS WILL BE DIRECTLY PAID FROM PUBLIC DEFENDERS GENERAL FUND ACCOUNT (4-1100-412-30-085-003-0-XXX) AND LATER RECLASSIFIED TO RE-ENTRY GRANT ACCOUNT (4-1289-423-00-320-044-5-XXX).

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 _____ DEPARTMENT HEAD - PUBLIC DEFENDER'S OFFICE	<u>11/17/14</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 _____ DEPARTMENT HEAD - ADULT PROBATION	<u>11-17-14</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 _____ HUMAN RESOURCES DIRECTOR	<u>11/18/14</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	<u>11-17-2014</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
5.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date			