



**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)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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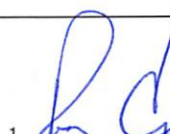
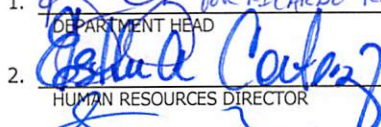

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 FOR RICARDO RODRIGUEZ DEPARTMENT HEAD	1/28/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/29/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	01/30/2015 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



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

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|----|---|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Richard Rodriguez</u><br>DEPARTMENT HEAD             | <u>1/28/2015</u><br>DATE  | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez</u><br>HUMAN RESOURCES DIRECTOR     | <u>1/29/2015</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>01/30/2015</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                            | DATE                      |                                   |   |                             |