



Funds available pursuant to Section 23.12(23.122 (p) of the Texas Property Tax Code.

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

See attached.

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

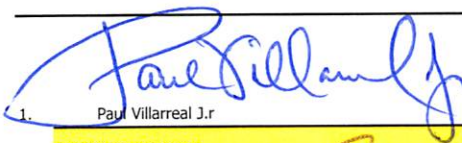
n/a

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

Funded through special revenue account #1246.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.   
Paul Villarreal J.r.

DEPARTMENT HEAD

11-24-14

Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

2.   
ESTELITA C. CATY  
HUMAN RESOURCES DIRECTOR

3/12/15

Date

PERSONNEL PROCEDURES COMPLETED

YES

NO

3.   
D. S.  
DEPARTMENT OF BUDGET & MANAGEMENT

03/16/2015

Date

BUDGET PROCEDURES COMPLETED

YES

NO

4. \_\_\_\_\_  
COMMISSIONERS' COURT APPROVAL

Date



No budget impact. Funds available pursuant to Section 23.12(23.122 (p) of the Texas Property Tax Code.

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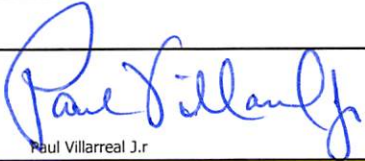
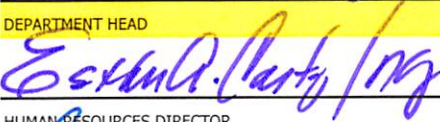

n/a

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

Funded through special revenue account #1246.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 Paul Villarreal J.r. DEPARTMENT HEAD	11-24-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/12/15 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	03/16/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



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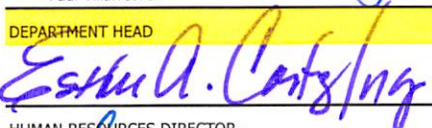
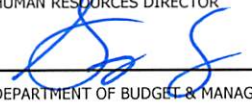
n/a

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 Paul Villarreal J.r. DEPARTMENT HEAD	11-24-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 ESTELITA A. CORTES/ING HUMAN RESOURCES DIRECTOR	3/2/15 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	03/16/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



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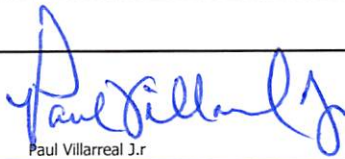
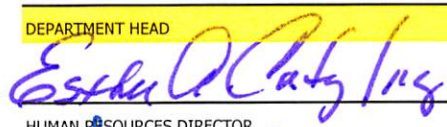
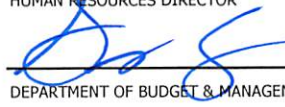
n/a

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 Paul Villarreal J.r. DEPARTMENT HEAD	11-24-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/12/15 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	03/16/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



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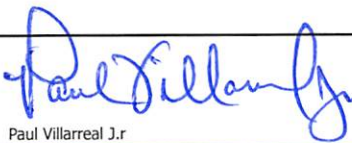
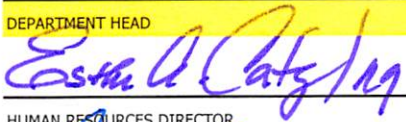
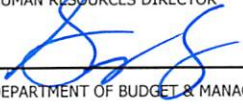
n/a

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 Paul Villarreal J.r DEPARTMENT HEAD	<u>11-24-14</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
2.	 HUMAN RESOURCES DIRECTOR	<u>3/24/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>03/16/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
4.	COMMISSIONERS' COURT APPROVAL	_____	_____	_____	_____	_____	_____



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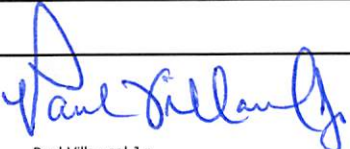
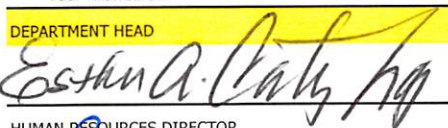
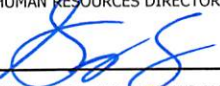
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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 Paul Villarreal J.r. DEPARTMENT HEAD	Date 11-24-14	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 ESTAN A. CRATY HUMAN RESOURCES DIRECTOR	Date 3/10/15	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	Date 03/16/2015	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date		



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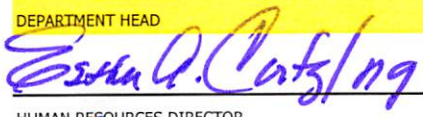

n/a

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 Paul Villarreal J.r DEPARTMENT HEAD	11-24-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 Evelyn A. Cortez HUMAN RESOURCES DIRECTOR	3/12/15 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 [unclear] DEPARTMENT OF BUDGET & MANAGEMENT	03/16/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



Pre-Payment Programl. No budget impact. Funds available pursuant to Section 23.12(23.122 (p) of the Texas Property Tax Code.

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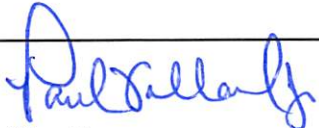

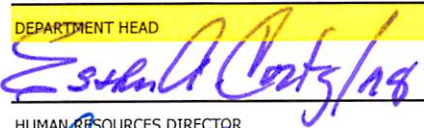

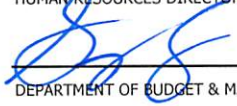

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal J.r DEPARTMENT HEAD	 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



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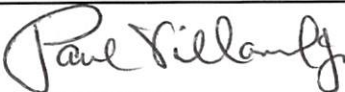
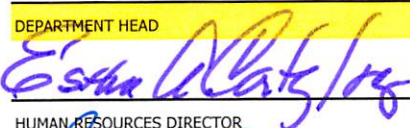
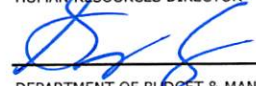
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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2.	 HUMAN RESOURCES DIRECTOR	3/21/15 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	03/16/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date		



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See attached.

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

See Attached.

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

No Budget Impact./To be funded within Department's SCOFFLAW FUND.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

  
1. Paul Villarreal Jr. PCC

DEPARTMENT HEAD

2/17/2015

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2.   
HUMAN RESOURCES DIRECTOR

DATE

3/12/13

PERSONNEL PROCEDURES COMPLETED

YES  NO

3.   
DEPARTMENT OF BUDGET & MANAGEMENT

DATE

03/16/2015

BUDGET PROCEDURES COMPLETED

YES  NO

4. COMMISSIONERS COURT APPROVAL

DATE