

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Erika Zamora</u> DEPARTMENT HEAD	<u>3/24/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Patricia A. Costello</u> HUMAN RESOURCES DIRECTOR	<u>3/25/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>Mark Drummond</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>3/26/15</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date		



[Faint, illegible handwritten text in blue ink, possibly bleed-through from the reverse side of the page.]

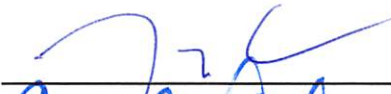


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	DEPARTMENT HEAD			
2.		3/25/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR			
3.		3/26/15 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT			
4.				
	COMMISSIONERS' COURT APPROVAL	Date		

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Handwritten notes in blue ink, including the words "Handwritten" and "Notes".