

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)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Budget Increase, additional funds required for the creation of the position

1.	<u>Joseph Palacios/Am</u> DEPARTMENT HEAD	<u>8-28-15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>John O'Leary</u> HUMAN RESOURCES DIRECTOR	<u>8/29/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>8/31/2015</u> DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		