

4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT _____ DATE 1/15/2016

2. HUMAN RESOURCES DIRECTOR _____ DATE 1/12/2016

1. DEPARTMENT HEAD _____ DATE 12/21/15

BUDGET PROCEDURES COMPLETED YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

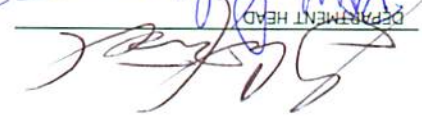
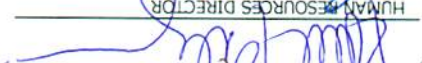
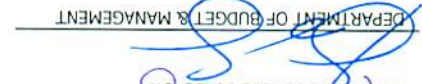
BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

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

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

1.	DEPARTMENT HEAD		DATE	1/15/15
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4.	COMMISSIONERS COURT APPROVAL		DATE	

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PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

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