


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. 
DEPARTMENT HEAD

10/24/16
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. 
HUMAN RESOURCES DIRECTOR

10/24/2016
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

10/25/2016
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date