

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

Copy attached.

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><i>[Signature]</i></u>
DEPARTMENT HEAD | <u>2/17/17</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>[Signature]</i></u>
HUMAN RESOURCES DIRECTOR | <u>2/17/2017</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>2/17/17</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____ | _____ | _____ | _____ | _____ |
| | COMMISSIONERS' COURT APPROVAL | Date | | | |