



Reorganization Request Checklist and Signature Sheet

All departmental reorganization requests must include documentation indicated by the checklist below. Additionally, the request must include signatures by representatives of the Human Resources, Auditor and Budget Officer Departments indicating they have reviewed the accuracy of the documents. A complete checklist with signatures and corresponding documentation must be submitted as an attachment to the agenda item for Commissioner's Court.

- ☐ Current organizational chart showing job titles and grades
- ☐ Proposed organizational chart showing job titles and grades
- ☐ Employee listing indicating current grade/step, proposed grade/step and proposed job title for each employee
- ☐ Job descriptions for each adjusted position in the proposed reorganization
- ☐ Financial analysis indicating current and proposed total salary expense including FT and PT salaries, benefits, retirement and FICA expenses

Human Resources

Date

Cherie Blaylock
Budget Office

3-16-12
Date

Julie M. Kiley
Auditor

3/16/12
Date