



POLK COUNTY, TEXAS

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TO: Sydney Murphy, County Judge & County Commissioners

FROM: Fern Caddenhead, Human Resources Director

RE: Revision of Personnel Management Systems Book 1

DATE: March 8, 2023

Book 1: **Polk County Inventory-By Alpha pages 1-3**
Added 0910 Environmental Enforcement Officer
Added 0911 County Fire Marshal/Fire Investigator
Added 1230 Emergency Management Director
Added 1231 Emergency Management Coordinator

Polk County Inventory-By Job pages 4-6
Added 0910 Environmental Enforcement Officer
Added 0911 County Fire Marshal/Fire Investigator
Added 1230 Emergency Management Director
Added 1231 Emergency Management Coordinator

Job Description/1230 Emergency Management Director
Requested by Sydney Murphy, County Judge

Job Description/1231 Emergency Management Coordinator
Requested by Sydney Murphy, County Judge

Job Description/0910 Environmental Enforcement Officer
Requested by Sydney Murphy, County Judge

Job Description/0911 County Fire Marshal/Fire Investigator
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