



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 & 2
DATE: August 14, 2023

**Book 1: Polk County Personnel Management System Job Inventories,
Pay Schedule & Job Description-Book 1**

Polk County Inventory-By Alpha pages 1-3
Added 1029 Kennel Attendant
Updated 1030 Animal Control Officer Job Description

Book 2: Polk County Inventory-Book 2
Table of Contents
Section 8.05 Leave Time
*Update section 8.05 from 6.67 hours of sick leave a month to 8.00 hours
per month.*

Job Description/1029 Kennel Attendant
Requested by Byron Lyons, Sheriff