



**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:** September 21, 2023

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

**Polk County Inventory Book 1**

110 Foreman II Updated Job Description and Pay Group  
115 Foreman I Updated Job Description and Pay Group