



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

Pol. 1 / 121

CURRENT POSITION TITLE:

DATE:

3/26/2008

CURRENT SLOT. #:

REQUESTED POSITION TITLE: Maintenance III
(For new positions or reclassifications)

121-005-0720073

pe

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ _____
 \$ 32,000.00
 \$ 32,000.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other _____

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time Temporary Object 121
 Part Time Temporary Object 122
 \$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Currently pending projects are in dire need of a position that requires the experience and skills that this position holds. This individual will not only be supervising, but will also be responsible to operate various road equipment as part of the daily operation crew.

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

Please see attached job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. Anthony J. Iskandy ⁰⁸
 DEPARTMENT HEAD DATE 3/26/08

2. Paula Wilson
 HUMAN RESOURCES DIRECTOR DATE 3/27/2008

3. Paula Wilson
 DEPARTMENT OF BUDGET & MANAGEMENT DATE 3/28/08

4. _____ DATE _____

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO