



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:  
Precinct 1 / 121  
CURRENT POSITION TITLE:

DATE:  
4/02/2008  
CURRENT SLOT. #:

REQUESTED POSITION TITLE: Reseach and Development Coordinator  
(For new positions or reclassifications)

121-005-0075 cc

REQUEST FOR:

New Position       Temporary Position       Position Reclassification\*       Other \_\_\_\_\_

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

POSITION SALARY REQUEST:

Salary Amount: \$ \_\_\_\_\_ \$ 42,000.00 \$ 42,000.00 cc  
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  \_\_\_\_\_  
Full Time Temporary Object 121       Part Time Temporary Object 122  \$ \_\_\_\_\_  
Enter hourly rate for temp. positions  
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.)

CIVIL SERVICE:      FLSA:  
Exempt       Exempt   
Non-Exempt       Non-Exempt   
N/A

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

The position is necessary due to the growing need and demand for the coordinating efforts to gather necessary data in order to develop and improve programming the Precinct performs.

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**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

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Alycia A. Handy MM 4/2/08  
DEPARTMENT HEAD DATE

- |    |                                   |      |                                   |                              |                             |
|----|-----------------------------------|------|-----------------------------------|------------------------------|-----------------------------|
| 2. | HUMAN RESOURCES DIRECTOR          | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONER'S COURT APPROVAL     | DATE | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |