



# HIDALGO COUNTY Personnel Adjustment Request Form

Pct: 1  
AI 9193

**DEPARTMENT NAME/NUMBER:**  
Precinct 1 / 121  
**CURRENT POSITION TITLE:**  
Truck Driver III  
**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**DATE:**  
5/08/2008  
**CURRENT SLOT #:**  
121-001-T022

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST**

Salary Amount: \$ 0 Current Budgeted Salary    \$ 24,960.00 Proposed Budgeted Salary    \$ 24,960.00 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  
\$ 12.00/hr. / \$ 24,960.00  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

5/26/2008 Start Date    11/21/2008 End Date    M - F / 8 Hrs. Working Days & Hours    40 Hours Per Week    6 Months Duration (2 weeks, 3 months, etc.)

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

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

Currently employee is out of FMLA, due to his own serious health condition that makes him unable to perform his job functions. Sanitation Department needs to replacing him as soon as possible to the high demand constituents' service.

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

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)

Employee that is out is # 1251079. The anticipated return date is November 24, 2008.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1. Richard A. Handy <sup>MM</sup> DATE 5/08/08  
DEPARTMENT HEAD

FUNDING AVAILABLE IN DEPT. BUDGET  YES  NO

2. \_\_\_\_\_ DATE \_\_\_\_\_  
HUMAN RESOURCES DIRECTOR

PERSONNEL PROCEDURES COMPLETED  YES  NO

3. Eric R. Brown DATE 5/9/08  
DEPARTMENT OF BUDGET & MANAGEMENT

BUDGET PROCEDURES COMPLETED  YES  NO

4. \_\_\_\_\_ DATE \_\_\_\_\_  
COMMISSIONER'S/COURT APPROVAL