



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Precinct 1 / 121

DATE: Enter Date
May 14, 2008

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current
121-005-0076

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)
Contracts Manager

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 ^{pc}
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

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

This position will allow the Precinct and the Purchasing Department to better
service all contracts that the Precinct engages in on a yearly basis. This position
will allow for direct management to performances expectations and objectives.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Shylia D. Handy 5/14/08
DEPARTMENT HEAD DATE

2. _____ DATE
HUMAN RESOURCES DIRECTOR

3. _____ DATE
DEPARTMENT OF BUDGET & MANAGEMENT

4. _____ DATE
COMMISSIONERS COURT APPROVAL

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO