



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
DBM- HEALTH BENEFITS ADM

DATE: Enter Date
05/23/2008

CURRENT POSITION TITLE: Enter position Title
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CURRENT SLOT. #: Enter current
115-009-0006

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)
EMPLOYEE BENEFITS SPECIALIST

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 \$ 41,000.00 \$ 41,000.00

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 FUND BALANCE (ACCT. NO. 8-2201-253-00-000-0-000)

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.)
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CIVIL SERVICE:

Exempt FLSA: Exempt

Non-Exempt FLSA: Non-Exempt

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

THE POSITION IS URGENTLY NEEDED TO COORDINATE AND ADMINISTER COMPONENTS AND ACTIVITIES OF THE HIDALGO COUNTY HEALTH BENEFITS PROGRAM.

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

COORDINATE AND ADMINISTER A COMPREHENSIVE HEALTH BENEFITS PROGRAM FOR COUNTY EMPLOYEES, THEIR DEPENDENTS, AND RETIREES TO INCLUDE RELATED VOLUNTARY PRODUCTS.

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

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

THIS POSITION IS NEEDED TO ADDRESS INCREASED WORKLOAD AND REASSIGNMENT OF DUTIES RELATED TO THE INSURANCE PROGRAMS

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

POSITION TITLE AND SALARY AMOUNT ARE RECOMMENDED.

1.	<u>VALDE GUERRA / BS</u>	<u>5/23/2008</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>HUMAN RESOURCES DIRECTOR</u>	<u>DATE</u>	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>DEPARTMENT OF BUDGET & MANAGEMENT</u>	<u>DATE</u>	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	<u>COMMISSIONERS COURT APPROVAL</u>	<u>DATE</u>			