



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name  
**County Commissioners**

DATE: Enter Date  
**06/03/08**

CURRENT POSITION TITLE: Enter position Title  
 -

CURRENT SLOT. #: Enter current  
**115-017-0006**

REQUESTED POSITION TITLE: Enter New Position Title  
 (For new positions or reclassifications)  
**Courier II**

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$     **0.00**                      \$     **20,800.00**                      \$     **20,800.00**  
    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     \_\_\_\_\_  
 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 was approved by CC on 05/27/08. See Agenda Item 9487.

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

See job description attached.

**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 was approved by CC on 05/27/08. See Agenda Item 9487.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

Proposed Budgeted Salary of \$20,800.00.

- |    |                                   |       |                                   |                              |                             |
|----|-----------------------------------|-------|-----------------------------------|------------------------------|-----------------------------|
| 1. | _____                             | _____ | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                   | DATE  |                                   |                              |                             |
| 2. | _____                             | _____ | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR          | DATE  |                                   |                              |                             |
| 3. | _____                             | _____ | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT | DATE  |                                   |                              |                             |
| 4. | _____                             | _____ |                                   |                              |                             |
|    | COMMISSIONERS COURT APPROVAL      | DATE  |                                   |                              |                             |