



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

INFORMATION TECHNOLOGY / 200

DATE: Enter Date

05/05/2008

CURRENT POSITION TITLE: Enter position Title  
IT SECURITY ENGINEER

CURRENT SLOT. #: Enter current

0024

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

### 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    \$ 34,500    Proposed Budgeted Salary    \$ 34,500.00    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  
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:

Exempt

Non-Exempt

### FLSA:

Exempt

Non-Exempt

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

SEE ATTACHED MEMO

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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

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

**ATTACHED**