



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

This is a skilled labor involved in the operation of large-class trucks within the county.  
Ability ot operate large class trucks, pick up truck, dump truck, water truck, tractor,  
sedan, flat bed truck, roll off container and road patching truck.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

- |    |                                   |                |                                   |                              |                             |
|----|-----------------------------------|----------------|-----------------------------------|------------------------------|-----------------------------|
| 1. | <u>Joe M. Flores</u>              | <u>5-30-08</u> | 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           |                                   |                              |                             |



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

Answer telephones and direct phone calls to appropriate staff members. Greets visitors and directs to proper locations, performs light clerical work

**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)

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u>M. Moran</u>	<u>June 5-08</u>	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			



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

DATE: Enter Date

Hidalgo County Precinct #3 #123

June 5, 2008

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current

Administrative Secretary - Delete

005-064

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

**REQUEST FOR:**

New Position

Temporary Position

Position Reclassification\*

Other delete

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 22,618.<sup>00</sup> Current Budgeted Salary  
\$ 0 Proposed Budgeted Salary  
\$ -22,618.<sup>00</sup> 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

Enter hourly rate for temp. positions

Full Time Temporary Object 121

Part Time Temporary Object 122

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

**FLSA:**

Exempt

Non-Exempt

Non-Exempt

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

---

---

---

**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)

---

---

---

**HUMAN RESOURCES:** Classification and Salary Recommendation

---

---


---

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

---

---

---

1.  June 8-08  
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



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name  
Hidalgo County Precinct #3 #123

DATE: Enter Date  
June 5, 2008

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT #: Enter current

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

Welder

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ \_\_\_\_\_ \$ 31,200.00 \$ \_\_\_\_\_  
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    \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Temporary  Object 121    Part Time Temporary  Object 122    \$ \_\_\_\_\_  
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)

Numerous equipment in need of repair/welding. Will save the County money not sending off for repairs.

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

Weld and fabricates parts for equipment for County's automotive and heavy equipment.  
Modify repairs body parts, weld, cut steel, required to work different job sites.

**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)

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u>M. [Signature]</u> DEPARTMENT HEAD	<u>June 5-08</u> DATE
2.	_____ HUMAN RESOURCES DIRECTOR	_____ DATE
3.	_____ DEPARTMENT OF BUDGET & MANAGEMENT	_____ DATE
4.	_____ COMMISSIONERS COURT APPROVAL	_____ DATE

FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name  
Hidalgo County Precinct #3 #123

DATE: Enter Date  
June 5, 2008

CURRENT POSITION TITLE: Enter position Title  
N/A

CURRENT SLOT. #: Enter current

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

Maintenance III (2) Positions

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ \_\_\_\_\_ \$ 27,040.<sup>00</sup> \$ \_\_\_\_\_  
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)

Increase of events in park that require daily maintenance and more personnel  
to maintain safe and clean environment.

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

Perform a variety of preventive maintenance and repair on equipment. Maintains and repairs wood parts of building. Operates County vehicle to haul materials. Grounds keeper.

**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)

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u>Morales</u> DEPARTMENT HEAD	<u>June 5 - 08</u> 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	_____	_____	_____