



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

292

DATE: Enter Date 05-07-08

CURRENT POSITION TITLE: Enter position Title

Deputy Constable

CURRENT SLOT #: Enter current

1-009

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
 \$ 33,060.00 Proposed Budgeted Salary
 \$ 33,060.00 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
 * 15.80 / HR
 Full Time Temporary Object 121
 Part Time Temporary Object 122
 \$ 33,060.00
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date _____ End Date _____ Shift change 40 hrs week
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)

Request being made due to the fact one Deputy out on FMLA need a Deputy for daily functions of Dept. Due to heavy work loads.

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

Serve All Civil Paper work, patrol pct
Serve J.P.'s Office, See Attach 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

Recommend approval due to employee out on
FMLA.

1. [Signature]
DEPARTMENT HEAD

5-8-08
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. [Signature]
HUMAN RESOURCES DIRECTOR

5/9/08
DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3. [Signature]
DEPARTMENT OF BUDGET & MANAGEMENT

DATE

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE