

HIDALGO COUNTY texas

*Department of
Budget & Management*

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Memorandum

To: Daniel Flores, Buildings & Grounds Director
From: Raul Silguero, Jr. Chief Administrator-Budget Division
Date: May 28, 2008
Subject: New Positions Approved by Commissioners Court
Cc: Valde Guerra, Dina Trevino, Javier Carreon

Commissioners' Court at its regular meeting of Tuesday, May 27, 2008 approved the creation of forty-seven (47) priority positions that were requested during the 2008 Budget Process.

This memo is to inform you that Commissioners' Court approved the creation of following position(s) for your department:

<u>No. of Positions</u>	<u>Position Title</u>
2	Maintenance Technician I
1	Plumber II
1	Electrician I
1	A/C & Chiller Technician
1	Welder I
2	Carpenter/Painter (Bldg Minor Structures)

Please be advised that we currently have in our records the Personnel Adjustment Request Form and the Job Description for the position(s) listed above; therefore, we will send these items to the Human Resources Department for review and approval. However, we are in need of the Job Description for the Welder I position. Please provide the job description for the Welder I position to our office.

After the Human Resources Department approves and returns the Personnel Adjustment Request Form and Job Description to our office, we will create an agenda item requesting Commissioners' Court action for the position(s) listed above, hence allowing you to proceed with the proper job posting procedures.

Thank you for your attention to this matter. If you have any questions, please call Dina Trevino, Manager-Budget Management Section at (956) 292-7025 ext. 5405.