



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
BUILDINGS & GROUNDS / 220

DATE: Enter Date
05/16/08 6/10/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current slot

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications) Carpenter (3)

CARPENTER/PAINTER I (x2) 2010 + 0011

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0 Current Budgeted Salary \$ 20,800.00 x 2 Proposed Budgeted Salary \$ 41,600.00 Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other Will need additional funds

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	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

JUSTIFICATION/PRIORITY:

 (Explain why this position or adjustment request is essential)

Reorganization, short of staff. Requesting 2 Carpenter positions due increase of work orders and additional Buildings given to the department and work orders pending.

Also have full time employee's that are in light duty.

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

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

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

Plans and completes construction of cabinets, shelves and partitions. Must be able to assemble furniture using instruction plans, specification and work orders. Constructs and repairs out door equipment. Replaces, repairs and finishes furniture, cabinets, fixtures, woodwork, ect.

Reorganization, short of staff.