



# 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) A/C Chiller Technician

0077

**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                      \$ 39,000.00                      \$ 39,000.00  
   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      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:**      **FLSA:**  
Exempt       Exempt   
Non-Exempt       Non-Exempt   
N/A

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

Reorganization, short of staff. Requesting Technician position due to the overload of A/c Chiller problems at the Courthouse and old Adm. Bldg.  
And also due to the high cost on repairs.

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

Repairs A/C Chillers at the Courthouse, old Adm. Bldg. Studies blueprints and /or work orders and determine the number of hours and materials required to complete job. Ect.

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


Reorganization, short of staff.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 DEPARTMENT HEAD	<u>6/4/08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" 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	_____	_____	_____