



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) Maintenance I(2)

0073 +0074

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 \$ 18,720.00 * 2 Proposed Budgeted Salary \$ 37,440.00 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 FLSA: Exempt
Non-Exempt Non-Exempt
N/A

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

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

Have maintenance employees doing welding and carpentry ect.

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

Performs a variety of preventive maintenance on building components and facilities. Moves furniture, boxes, and related materials, cleans, strips,
Waxes and buffs floors, unlocks and locks all buildings ect.

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

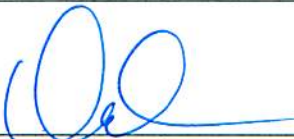
Reorganization, short of staff.

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

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| 1. |  | <u>6/4/08</u> | 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 | | | |