



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

**DATE:** Enter Date  
~~05/10/08~~ 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) Plumber II

D075

**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                      \$ 31,000.00                      \$ 31,000.00  
   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.)
<b>CIVIL SERVICE:</b>				
Exempt	<input type="checkbox"/>	<b>FLSA:</b>	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	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 Plumber position due to the overload of work and additional building assigned to this department

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

Studies blueprints and /or work orders and determine the number of hours and materials required to complete job.

Locates and marks position of pipe and pipe connections and passage holes for pipe walls and floors, using rulers, spirit level and plumb bob. 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.			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			