



# 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) Welder I

0078

### 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.)
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. Department has no welder slot position and maintenance employee is doing the welding for this department.

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

Welds and repair steel poles, iron rods, fences ect.

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

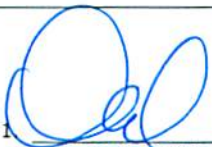
Reorganization, short of staff.

**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

<p>1.  _____ DEPARTMENT HEAD</p>	<p>6/14/8 _____ DATE</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>
<p>2. _____ HUMAN RESOURCES DIRECTOR</p>	<p>_____ DATE</p>	<p>PERSONNEL PROCEDURES COMPLETED</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>3. _____ DEPARTMENT OF BUDGET &amp; MANAGEMENT</p>	<p>_____ DATE</p>	<p>BUDGET PROCEDURES COMPLETED</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>4. _____ COMMISSIONERS COURT APPROVAL</p>	<p>_____ DATE</p>	<p>_____</p>	<p>_____</p>