

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

This new position, CRC Coordinator will be given the necessary authority and support
to assure the Center provides/maintains the availability of services and public
at the level that it is intended to achieve.

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

N/A

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

The Coordinator will provide leadership and catalyst needed to avail the citizens
of the community of the services obtainable through the CRC and will sustain maximum
usage and occupancy of the Center through recruitment of temporary and permanent
occupants that provide services such as health, education, and social services to the public
HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. <u>Theresa J. Iskandy</u> DEPARTMENT HEAD DATE <u>6/5/08</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2. <u>[Signature]</u> HUMAN RESOURCES DIRECTOR DATE <u>6/3/2008</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT DATE <u>6/13/2008</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4. _____ COMMISSIONERS COURT APPROVAL	DATE _____		



HIDALGO COUNTY

Personnel Adjustment Request Form

6.20.08
i/c

DEPARTMENT NAME/NUMBER: Enter department Name

DATE: Enter Date

Precinct One / 121

June 5, 2008

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT #: Enter current

050-0002 (IG)

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

Maintenance I

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 18,720.00 (IG) \$ 18,720.00 (IG) \$ 18,720.00 (IG)

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 _____

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 Non-Exempt
- FLSA:**
 Exempt Non-Exempt

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

This maintenance position will be performing general cleaning of building and grounds for the Community Resource Center. The Center services to the community such as health, education and social services, a very high traffic location that it requires the daily area preservation.

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

This is a responsible position that may involve minimal instruction or supervision that will help keep up with the daily maintenance of the Community Resource Center Building.

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

N/A

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

This position will help maintain building and will alleviate much needed maintenance to up-keep with the daily activities/traffic.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. <u>Chylia A. Standym</u> DEPARTMENT HEAD	<u>6/5/08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2. <u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>6/13/2008</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/13/2008</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4. _____ COMMISSIONERS COURT APPROVAL	_____ DATE	_____	_____	_____