

W/E 9,879/12



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
 Precinct 1 / 121

DATE: Enter Date
 June 5, 2008

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT #: Enter current
 001-022

REQUESTED POSITION TITLE: Enter New Position Title
 (For new positions or reclassifications)
 Heavy Equipment Operator II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0 (EE) Current Budgeted Salary \$ 26,000.00 Proposed Budgeted Salary \$ 26,000.00 (EE) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle W/ 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: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

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

This position will involve with the daily operation of heavy equipment servicing the daily operation of the Sanitation Collection Station Air Burner (brush burning unit). Air Burner services is a much needed service to the entire Precinct One area that will prevent the illegal disposal discarding at the rural areas.

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

New position will involve driving and operation various heavy equipment from medium to high large-class heavy equipment and will also service the operation of the Precinct One Collection Station service area.

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 help better assist the Precinct One constituents, and will alliviate the cronic dump sites.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. <u>Shylia A. Standy</u>	<u>6/5/08</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2. <u>[Signature]</u>	<u>6/13/2008</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. <u>[Signature]</u>	<u>6/13/2008</u>	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. _____	_____	COMMISSIONERS COURT APPROVAL	_____	_____