



# HIDALGO COUNTY Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** Enter department Name  
**HIDALGO COUNTY AUTO LICENSE DEPT.**  
**CURRENT POSITION TITLE:** Enter position Title

**DATE:** Enter Date

**CURRENT SLOT. #:** Enter current slot

**REQUESTED POSITION TITLE:** Enter New Position Title **DEPUTY CLERK CASHIER**  
(For new positions or reclassifications)

**REQUEST FOR:**

New Position       Temporary Position       Position Reclassification\*       Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 24,000.00                      \$ 24,000.00                      \$ 24,000.00  
   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 \_\_\_\_\_

**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:**  
Non-Exempt                            Exempt                        
N/A                            Non-Exempt                     

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

---

---

---

---

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

**ASSIST CUSTOMERS IN THEIR VEHICLE REGISTRATION AND TITLE TRANSFERS; SEE JOB DESCRIPTION**




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

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

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

**HUMAN RESOL** : Classification and Salary Recommendation

**BUDGET & MANA** : Classification and Salary Recommendation

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



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

**ASSIST CUSTOMERS IN THEIR VEHICLE REGISTRATION AND TITLE TRANSFERS; SEE JOB DESCRIPTION**



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

**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.		6/4/08		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		6/13/2008		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		6/13/2008		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



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

**ASSIST CUSTOMERS IN THEIR VEHICLE REGISTRATION AND TITLE TRANSFERS; SEE JOB DESCRIPTION**




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

**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.		<u>6/4/08</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>6/19/2008</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>6/13/2008</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			