



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
 INFORMATION TECHNOLOGY / 200

DATE: Enter Date
 06/13/2008

CURRENT POSITION TITLE: Enter position Title
 TECHNICIAN III

CURRENT SLOT #: Enter current
 11

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

VACANT POSITION
 ETO

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*

Other Title Change

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

POSITION SALARY REQUEST:

Salary Amount: \$ \$33,692.00 \$ 0 \$ N/A
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.)
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CIVIL SERVICE: **FLSA:**

Exempt Exempt

Non-Exempt Non-Exempt

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

The IT Department is currently in the process of migrating the County's Criminal Justice System in addition to an IT projects list of over 100 projects. The department needs people that can drive these projects.

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



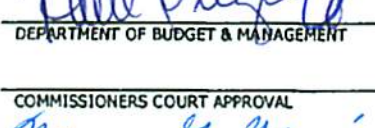
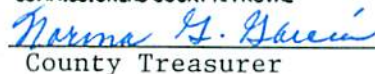
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Position will require less on the field technical work and will require more data analysis and database coding duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>6/19/2008</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>6/23/08</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/24/2008</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			
5.	 County Treasurer	<u>06/23/08</u> Date			



HIDALGO COUNTY

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INFORMATION TECHNOLOGY / 200

DATE: Enter Date

06/13/2008

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TECHNICIAN II

CURRENT SLOT #: Enter current
16

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

Projects Specialist I

Vacant position
EAO

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*

Other Title Change

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POSITION SALARY REQUEST:

Salary Amount: \$ \$31,200 \$ 0 \$ N/A
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 _____
Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<small>Start Date</small>	<small>End Date</small>	<small>Working Days & Hours</small>	<small>Hours Per Week</small>	<small>Duration (2 weeks, 3 months, etc.)</small>

CIVIL SERVICE: **FLSA:**

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>[Signature]</u> DEPARTMENT HEAD	<u>6/29/2008</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>6/23/2008</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/24/2008</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		
5.	<u>Norma G. Garcia</u> County Treasurer	<u>06/23/08</u> Date		