



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
Hidalgo County Precinct 2 / Dept. #122

CURRENT POSITION TITLE:
NONE

DATE:
June 16, 2008

CURRENT SLOT. #:
082 - 002
082 - 003

REQUESTED POSITION TITLE:
(For new positions or reclassifications)
Community Outreach Worker

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 17,992.00 x 2 Proposed Budgeted Salary \$ 35,984.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 8-1100-466-00-122-082-0-

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: Exempt

Non-Exempt Non-Exempt

N/A

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

Outreach workers will provide outreach services with the neighboring colonias to identify needs. Staff will network with community resources to provide the services identified by the residents.

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

Provide outreach services to surrounding colonies. Identify needs questionnaires to interview residents. Able to interview and make presentations. Able to network with other resources in the area.

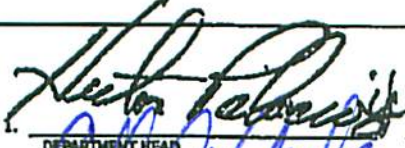
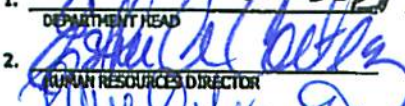

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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.		06/16/2008		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
2.		6/19/08		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		6/20/2008		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		