

Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT



Date: 7/3/08

To: Esther Cortez, Human Resources
Director

From: Valde Guerra
Commissioner Court Executive Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 10015

C.C. Date: 07/8/2008

Dept: Pct. 2 CRC

Note: Personnel adjustment forms must be reviewed and signed by an authorized HR representative and returned to Budget & Management Dept. by 11:00 am on Friday's for inclusion on the following weeks Commissioners' Agenda.

HIDALGO COUNTY
BUDGET OFFICE
2008 JUL 3 PM 3 08

Human Resources Dept:

Received By: [Signature]

Title: Director of Human Resources

Date: 7/3/2008

Time: 11:00 AM

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

See the attached job description

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. *Richard Rodriguez* 07/02/2008
 DEPARTMENT HEAD DATE

2. *Paula Rodriguez* 7/2/2008
 HUMAN RESOURCES DIRECTOR DATE

3. *Paula Rodriguez* 7/3/2008
 DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. _____ DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO