



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
Hidalgo County Precinct #2 / 122
CURRENT POSITION TITLE:

DATE:
07/15/2008

SLOT. #: T053
T054
T055
T056

REQUESTED POSITION TITLE:
(For new positions or reclassifications)
Maintenance I

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 \$ 19,760.00 x 4 = \$79,040.00 Proposed Budgeted Salary \$ 79,040.00 Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 8-1202-431-00-122-006-0-121 (Pending transfer from 113)

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
\$ \$9.50/Hr x 2080 Hrs = \$19,760.00 EA.
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

7/22/08 Start Date 12/31/08 End Date MON-FRI Working Days & Hours 40 Hours Per Week 6 MONTHS Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

Served as general maintenance for the Precinct. involves maintenance of county roads and right-of-way or servicing and operation such as brush collection, road patch work and drainage clearing. Knowledge of storm sewer instalation is preferred.

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

sdfgsdf

See the attached 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. *Steve Prewitt* 7/15/08
 DEPARTMENT HEAD DATE

2. sdfgsdfg
 HUMAN RESOURCES DIRECTOR DATE

3. DEPARTMENT OF BUDGET & MANAGEMENT
 DATE

4. COMMISSIONERS COURT APPROVAL
 DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO