

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

N/A

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

The duties of new position reclassification will be also increase. Duties will also involve operating heavy equipment such as backhoes, front end loaders, and compators.

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. <u><i>Ashley A. Handy</i></u> <u>8/08/08</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
DEPARTMENT HEAD DATE		
2. <u><i>Debra Rice</i></u> <u>08-08-08</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
HUMAN RESOURCES DIRECTOR DATE		
3. <u><i>Keith Kelly</i></u> <u>8/8/2008</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
DEPARTMENT OF BUDGET & MANAGEMENT DATE		
4. _____ DATE	COMMISSIONERS COURT APPROVAL	





HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

DATE:

PRECINCT 1

AUGUST 8, 2008

CURRENT POSITION TITLE:

CURRENT SLOT. #:

~~TRUCK DRIVER I~~ *Pe*

001-020-0024

REQUESTED POSITION TITLE:

(For new positions or reclassifications)

TRUCK DRIVER III *Pe*

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 20,345.00 \$ 23,000.00 \$ 2,655.00
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

Pe Other Partial funding from deletion of position (slot no. 121-00100000) e c o wide Contingency.

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:

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)

This will be a responsible position that will involve minimal instruction or supervision, a skilled labor involved in the operation of large-class trucks within the County. Will also be able to operate various equipment that require a valid Texas Drivers License, Class A, to better assist in the daily operations of the Precinct.

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

This position will assure that the required drivers licence certification is maintained to be able to assist in various job tasks and assist to better service in the Precinct.

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

N/A

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

N/A

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

New employee will also have the ability to operate various equipment including backhoes, front-end loaders and compactors.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. Chylia D. Handy 8/08/08
 DEPARTMENT HEAD DATE

2. Juliana River 08/08/08
 HUMAN RESOURCES DIRECTOR DATE

3. Alan Dreyer 8/8/08
 DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. _____ DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO