



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Buildings & Grounds

DATE: 09/30/2008

CURRENT POSITION TITLE:

CURRENT SLOT. #: 001-82, 001-83

REQUESTED POSITION TITLE: Custodian
(For new positions or reclassifications)

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 \$ 20,345.00* (2) \$ 40,690.00

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
- Other General Fund/ County wide Admin- Contingency

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)

These positions are needed to maintain housekeeping at The Mansion on North Moorefield Rd. Mission, Tx. (New Building)

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

Performs general cleaning including sweeping, mopping, dusting, emptying wastebaskets and ashtrays. Clean walls, windows , operates buffers, strippers, wax machines, vacuums and carpet shampooing machines. Pick up trash.

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


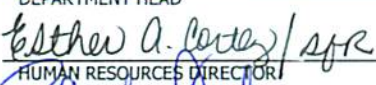

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

Custodian

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Custodian

| | | | | | |
|----|---|-------------------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>9/30/08</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. |  | <u>10-01-08</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. |  | <u>10/03/2008</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |