



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Precinct #4 - Drainage Improvement Project

DATE: 10/16/2008

CURRENT POSITION TITLE:

CURRENT SLOT. #: 124-037-0012

REQUESTED POSITION TITLE: Drafting Technician II
(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- \$ 35,000.00 \$ -0-

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 8-1204-431-00-124-037-0-XXX- Drainage Improvement Project (2008 C.O.'s)

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	<input type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

Position required as part of the newly created department approved by Commissioners Court on 10/07/2008

Post-it* Fax Note	7671	Date	# of pages ▶
To	Rosie	From	
Co./Dept.	Budget	Co.	
Phone #		Phone #	
Fax #	292-7035/292-	Fax #	

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

Drafting technician -See 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. | <u>O. L. ...</u>
DEPARTMENT HEAD | <u>10/16/2008</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>...</u>
HUMAN RESOURCES DIRECTOR | <u>10/17/2008</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>...</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>10/17/2008</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |