



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

Precinct 1 / 121

CURRENT POSITION TITLE:

Maintenance I (2 positions)

REQUESTED POSITION TITLE:

(For new positions or reclassifications)

DATE:

10/30/2008

CURRENT SLOT. #:

121-005-0059 + 0060

REQUEST FOR:

New Position

Temporary Position

Position Reclassification*

Other Delete positions

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

POSITION SALARY REQUEST:

Salary Amount: \$ 20,345x2 Current Budgeted Salary - \$ -0- Proposed Budgeted Salary \$ -0- Net Change

Position to be funded from one of the following:

Current Department Budget

Annual Budget Cycle

Will Require Additional Funds

Other _____

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)

Deleting this positions will fund the Diesel Mechanic position, to better serve
the mechanic needs of the Precinct.

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

The two (2) maintenance I positions will be deleted to assure that the proper amount of funding will be available within the current department budget.

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)

The deleted positions will help fund the new requested position, in which the Precinct is in dire need to better serve the diesel equipment for the precinct and will help expedite repairs within our own department.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Aydia D. Standley 10/30/08
DEPARTMENT HEAD DATE

2. _____ DATE
HUMAN RESOURCES DIRECTOR

3. _____ DATE
DEPARTMENT OF BUDGET & MANAGEMENT

4. _____ DATE
COMMISSIONERS COURT APPROVAL

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO

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

This position requires minimal supervision. Will perform daily and periodic diesel engine inspections in compliance with the County and federal standards. Will inspect various mechanical systems (air brake, fuel and lubrication) and other components.

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)

Will also diagnose malfunctions in diesel engine components, air equipment, trucks and other components; assess nature of problem and determines needed corrective action; make judgments concerning serious defects or damage.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- 1. Shylia A. Standley ^{MS} 10/30/08
DEPARTMENT HEAD DATE FUNDING AVAILABLE IN DEPT. BUDGET YES NO
- 2. _____ DATE _____ PERSONNEL PROCEDURES COMPLETED YES NO
- 3. _____ DATE _____ BUDGET PROCEDURES COMPLETED YES NO
- 4. _____ DATE _____ COMMISSIONERS COURT APPROVAL