



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

Precinct 1 - 121

CURRENT POSITION TITLE:**DATE:**

October 31, 2008

CURRENT SLOT.#:

121-001-T025 (T.C)

REQUESTED POSITION TITLE:

(For new positions or reclassifications) Attendant Temporary slot

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 Current Budgeted Salary \$ 20,800.00 Proposed Budgeted Salary \$ 20,800.00 Net Change (T.C)

Position to be funded from one of the following:

 Current Department Budget Annual Budget Cycle Will Require Additional Funds Other Possible funding sources: Co wide Contingency
See Comments!**POSITION Type:**Full Time Employee Object 113 Part Time Employee Object 114Full Time Temporary Object 121 Part Time Temporary Object 122Enter hourly rate for temp. positions
\$ 10.00/hr. / \$ 20,800.00
Hourly Rate * 2,080 hrs. per year = Annual Salary**TEMPORARY POSITIONS:**11/10/2008 Start Date 05/08/2009 End Date M - F / 8 Hrs. Working Days & Hours 40 Hours Per Week 6 Months Duration (2 weeks, 3 months, etc.)CIVIL SERVICE: Exempt Non-Exempt N/A FLSA: Exempt Non-Exempt **JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)
Currently employee is out on FMLA, due his own seroius health condition that makes him unable to perform hisjob functions. Santiation Department needs to replace him as soon as possible due to the high demand for constituents' service.

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

This employee will be responsible to screening and disposing of all waste material received at the Hidalgo County Precinct 1 Collection Station.

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)

Employee that is out of FMLA is Mr. Antonio Marroquin. There is no anticipated date set from his treating physician. Lapsed funding for slot 0017 will be available to sweep. This will offset cost of temp position.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. <u>Richard Handy</u> DEPARTMENT HEAD	<u>11-05-08</u> DATE
2. <u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>11/7/2008</u> DATE
3. <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/07/2008</u> DATE
4. COMMISSIONERS COURT APPROVAL	DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO