



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:**  
Precinct 1 / 121  
**CURRENT POSITION TITLE:**

**DATE:**  
October 30, 2008  
**CURRENT SLOT. #:**

**REQUESTED POSITION TITLE:** Diesel Mechanic  
(For new positions or reclassifications) New Slot # 121-005-0078 [E] [X]

**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     
 \$ 36,500.00 Proposed Budgeted Salary     
 \$ 39,000.00 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  \_\_\_\_\_  
 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.)

- |                       |                                     |              |                                     |
|-----------------------|-------------------------------------|--------------|-------------------------------------|
| <b>CIVIL SERVICE:</b> |                                     | <b>FLSA:</b> |                                     |
| Exempt                | <input type="checkbox"/>            | 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)

The Diesel Mechanic will be responsible for the inspection, repair and maintenance of the engine and mechanical components. Will be subject to follow County and federal safety rules, policy and procedures.

**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 of defects or damage.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |  |                           |                                   |   |                             |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Julia A. Handy</u> <sup>my</sup><br>DEPARTMENT HEAD | DATE<br><u>10/30/08</u>   | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>John Co. Coetzee</u><br>HUMAN RESOURCES DIRECTOR    | DATE<br><u>11/7/2008</u>  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Kate Perry</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | DATE<br><u>11/07/2008</u> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                           | DATE                      |                                   |   |                             |



# 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 20060

I.G.

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

<sup>20</sup>20,345 X 2 <sup>2.5</sup>I.G.  
Current Budgeted Salary

-0-  
Proposed Budgeted Salary

(20,345) X 2 = (40,690)  
Net Change I.G.

Position to be funded from one of the following:

Current Department Budget

Annual Budget Cycle

Will Require Additional Funds

Other N/A - 2 positions deleted, will have surplus funds (I.G.)

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.)
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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

1. <u>Stephen D. Handy</u> DEPARTMENT HEAD	DATE <u>10/30/08</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. <u>Patricia A. Coates</u> HUMAN RESOURCES DIRECTOR	DATE <u>11/17/2008</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. <u>Alfred Velazquez</u> DEPARTMENT OF BUDGET & MANAGEMENT	DATE <u>11/07/2008</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4. _____ COMMISSIONERS COURT APPROVAL	DATE _____			