



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

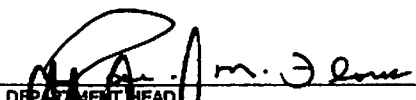

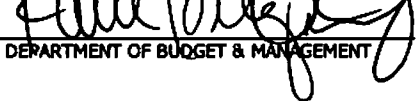
Patrolling rural areas for illegal dumping violators; investigates chronic illegal  
dumpsites; issues citations and keeps record.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 DEPARTMENT HEAD	<u>11-6-2008</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 (HUMAN RESOURCES DIRECTOR	<u>11/10/2008</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/10/2008</u> DATE	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: Enter department Name  
**Hidalgo County Precinct #3/123-001-Sanitation**

DATE: Enter Date  
**November 7, 2008**

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT #: Enter current  
**001-026, 001-027,  
001-028**

REQUESTED POSITION TITLE: Enter New Position Title  
(For new positions or reclassifications)  
**Maintenance I**

### REQUEST FOR:

New Position       Temporary Position       Position Reclassification\*       Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount: \$ \_\_\_\_\_ \$ 22,880.00 \$ 22,880.00  
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 \_\_\_\_\_

### 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:      FLSA:  
 Exempt        
Non-Exempt       Non-Exempt     

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

Shortage of manpower due to increase in activities with illegal dumping and assisting in loading materials, trash, brush, etc.

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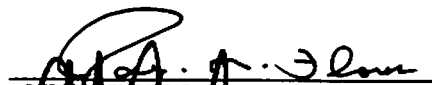


Serves as general maintenance for precincts landfill. Loads materials, trash, brush, onto truck. May sometime unload the same.

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