



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:**  
HIDALGO COUNTY SHERIFF'S OFFICE - Jail Commissary

**DATE:**  
11/13/08

**CURRENT POSITION TITLE:**  
SR. DETENTION OFFICER STEP III

**CURRENT SLOT. #:**  
280-015-0003 (I.S.)

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**

New Position     
  Temporary Position     
  Position Reclassification\*     
  Other DELETE POSITION

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 35,350.00                      \$ 0.00                      \$ (35,350.00)  
    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.)
<b>CIVIL SERVICE:</b>				
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)

**DELETE SR. DETENTION OFFICER STEP III POSITION TO CREATE COMMISSARY SUPERVISOR**

**POSITION.**

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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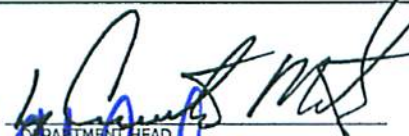


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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	11-13-08 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11/14/2008 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/14/2008 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:  
HIDALGO COUNTY SHERIFF'S OFFICE - *Jail Commissary*

DATE:  
11/13/08

CURRENT POSITION TITLE:

CURRENT SLOT. #:  
*280-015-0011 (I.C.)*

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)  
COMMISSARY SUPERVISOR

**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                      \$ 27,300.00                      \$ 27,300.00 (I.C.)  
    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 **COMMISSARY FUNDS** *8-2102-423-21280-015-0-XX (I.C.)*  
*Deletion of Sr. Detention Officer Step III will have surplus*

**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.)
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- CIVIL SERVICE:      FLSA:
- Exempt            Exempt
- Non-Exempt            Non-Exempt
- N/A

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

**TO FILL POSITION VACATED BY SR. DETENTION OFFICER STEP III, CHARGED WITH COMMISSARY SUPERVISOR.**

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

**THE PURPOSE OF THIS POSITION IS TO PLAN, DIRECT, SUPERVISE AND PERFORMS A VARIETY OF FUNCTIONS COMPRISING COMMISSARY OPERATIONAL ACTIVITIES.**

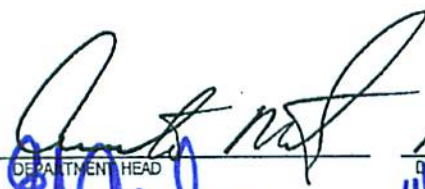

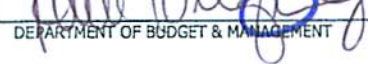
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**JOB DESCRIPTION FOR THIS POSITION WAS MODIFIED TO EXCLUDE DETENTION OFFICER STATUS REQUIREMENTS. OTHER DUTIES AND RESPONSIBILITIES ADDED.**

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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|----|---|-------------------|------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>11-13-08</u>   | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  | <u>11/14/2008</u> | DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  | <u>11/14/2008</u> | DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE              |      |                                   |   |                             |