



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** Commissioner Precinct No. 4- R&B

**DATE:** 11/21/08

**CURRENT POSITION TITLE:** Custodian

**CURRENT SLOT. #:** 124-007-0050

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

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Budgeted Salary Increase

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 10,060.00                      \$ 15,023.00                      \$ 4,963.00  
    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       Part Time Employee       \$9.83  
 Object 113                                      Object 114

Enter hourly rate for temp. positions

Full Time Temporary       Part Time Temporary       \$ \$9.83 \* 30 hours per week = \$15,023.00  
 Object 121                                      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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- |                       |                                     |              |                                     |
|-----------------------|-------------------------------------|--------------|-------------------------------------|
| <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)

Increase in hours required for custodial services for newly created department (Drainage Improvement Project) offices. Previously old Precinct 4 offices located at 1102 N. Doddlittle Rd, in Edinburg, TX.

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

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1.	<u>10 Y. Garcia Jr</u> DEPARTMENT HEAD	<u>11/21/2008</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>11/21/2008</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/21/2008</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			