

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

sdfdsdf

SEE ATTACHEMENTS

POSITION RECLASIFICATION: 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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|---|----------|-----------------------------------|--|
| 1. |  | 12/22/08 | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | sdfgsdfg | | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ELECTIONS DEPARTMENT (130)

DATE: 12/22/08

CURRENT POSITION TITLE: DELIVERY DRIVER

CURRENT SLOT. #: T-108

REQUESTED POSITION TITLE: DELIVERY DRIVER
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other EXTENSION

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

POSITION SALARY REQUEST:

Salary Amount: \$ -0- Current Budgeted Salary \$ 16,640.00 Proposed Budgeted Salary \$ 16,640.00 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 8.00 PER HOUR
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 8.00 X 2,080 = 16,640.00
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/05/09 06/30/09 MON/FRI 8:00AM-5:00PM 40HRS 6 MONTHS
Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

TEMPORARY DELIVERY DRIVER: IT IS VITAL TO EXTEND THE POSITION OF TEMPORARY DRIVER
IN THAT THE GENERAL ELECTION REQUIRES A MASSIVE BREAK-DOWN OF EQUIPMENT, SUPPLIES
AND TRANSPORTATION OF SUCH FROM THE MAIN BUILDING TO THE WAREHOUSE.

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

sdfgsdf

SEE ATTACHEMENTS

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	12/22/18			
	sdfgsdfg	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2.	HUMAN RESOURCES DIRECTOR				
	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO		
3.	DEPARTMENT OF BUDGET & MANAGEMENT				
	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO		
4.	COMMISSIONERS COURT APPROVAL				
	DATE				

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

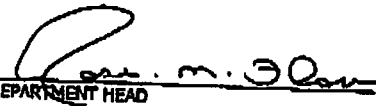
Answer telephones and direct phone calls to appropriate staff members. Greets visitors and directs to
Prior locations, performs light clerical work

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.	<u></u>	<u>12/18/08</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.	_____	_____	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.	_____	_____	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	_____	_____			
	COMMISSIONERS COURT APPROVAL	DATE			

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


SEE ATTACHED JOB DESCRIPTION

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.		12/23/2008			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Co. Clerk - Record Archive

DATE: 12/19/08

CURRENT POSITION TITLE: Deputy Clerk

CURRENT SLOT. #:
180-002-T001, T002, T003, T004

REQUESTED POSITION TITLE:
(For new positions or reclassifications) Deputy Clerk

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Extension of Position

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

POSITION SALARY REQUEST:

Salary Amount: \$ ~~20,800.00~~ - 0 - \$ 20,800.00 x 4 \$ 20,800.00 x 4 = 83,200.00
Current Budgeted Salary Proposed Budgeted Salary Net Change
pc

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other County Clerk Archive Account #1100-415-40-180-002-0

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:

01/05/09	06/30/09	Mon - Fri / 8 -5	40 hours per week	6 Months
<small>Start Date</small>	<small>End Date</small>	<small>Working Days & Hours</small>	<small>Hours Per Week</small>	<small>Duration (2 weeks, 3 months, etc.)</small>

CIVIL SERVICE:
 Exempt
 FLSA: Exempt
 Non-Exempt
 Non-Exempt
 N/A

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

employees needed to back scan court records

HIDALGO COUNTY
BUDGET OFFICE
2008 DEC 19 AM 10 19

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

scanning, data entry, filing


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

HIDALGO COUNTY
BUDGET OFFICE
2008 DEC 19 AM 10 19

- | | | | | | |
|----|--|------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | 12/18/08
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: District Clerk - 090

DATE: 10/21/08

CURRENT POSITION TITLE: Asst. Deputy Clerk

CURRENT SLOT. #: T068, T069, T070

REQUESTED POSITION TITLE: (For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification
 Additional Duties (or Parity) Adjustment

POSITION SALARY REQUEST:

Salary Amount: \$ 22,290.00 Current Budgeted Salary
 \$ 22,290.00 Proposed Budgeted Salary
 \$ _____ Net Change

Position to be funded from one of the following:

- Current Department Budget
 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

TEMPORARY POSITIONS:

Jan. 1, 2009 Start Date
 June 30, 2009 End Date
 M-F/8-5pm Working Days & Hours
 40/week Hours Per Week
 6 mo. Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

To assist in alleviating current staffing conditions & increased workload in the office.

CURRENT JOB DESCRIPTION: (Summary) – For salary adjustments, attach a copy of the revised current job description

see attached job description

NEW JOB DESCRIPTION: (Summary) – For new positions, attach a copy of the new job description

IF POSITION RECLASSIFICATION: List additional duties or explain increase in responsibility (or provide attachment)

IF REQUESTED ADJUSTMENT IS FOR PARITY, LIST PARITY POSITION/S:

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

Human Resources/Budget & Management Classification and salary recommendation

- | | | | | | |
|----|--|-------------------------|-----------------------------------|------------------------------|--|
| 1. | <u><i>[Signature]</i></u>
DEPARTMENT HEAD | <u>10/21/08</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | _____
HUMAN RESOURCES DIRECTOR | _____
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | _____
DEPARTMENT OF BUDGET & MANAGEMENT | _____
DATE | BUDGET PROCEDURES COMPLETED | <input 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:

TRUCK DRIVER III

REQUESTED POSITION TITLE:

(For new positions or reclassifications)

DATE:

DECEMBER 22, 20

CURRENT SLOT. #:

121-001-T022

REQUEST FOR:

New Position

Temporary Position ^W

Position Reclassification*

Other EXTENSION POSITION

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

POSITION SALARY REQUEST:

Salary Amount: \$ - 0 - Current Budgeted Salary \$ 24,960.00 Proposed Budgeted Salary \$ 24,960.00 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

\$ 12.00 / \$ 24,960.00

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2009

Start Date

6/30/2009

End Date

M - F / 8hrs.per day/40 week

Working Days & Hours

Hours Per Week

6 Months

Duration (2 weeks, 3 mo)

CIVIL SERVICE:

Exempt

FLSA:

Exempt

Non-Exempt

Non-Exempt

N/A

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

Sanitation Department needs to replace a permanent employee that currently was under FMLA and Absence Control Policy. This position needs to continue servicing the Precinct due to constituents' high demand.

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

This position drives and insures proper maintenance of large-class trucks and other equipment. This is a responsible position that may involve minimal if or supervision. This is a skilled labor involved in the operation of large trucks within

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)

This employee has the ability to operate large class trucks, pick up trucks large flat bed truck, roll off container and road patching truck. Employee assigned other duties other than those listed.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Dydia A. Standley</u> DEPARTMENT HEAD	<u>12/22/14</u> DATE	FUNDING AVAILABLE IN DEPT BUDGET	<input checked="" type="checkbox"/> Y
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> Y
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> Y
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez, Jr., Juvenile Justice Center -- 330 JUV P **DATE:** 12/19/08

CURRENT POSITION TITLE: JCCC MONITOR **CURRENT SLOT. #:** T009, T010

REQUESTED POSITION TITLE: JCCC MONITOR
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Extention

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 \$ 5,850.00 x 2 \$ 11,700.00
 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 1294-423-00-330-012-9-XXX

POSITION Type:

Full Time Employee Part Time Employee \$7.50
 Object 113 Object 114
 Full Time Temporary Part Time Temporary \$ 7.50 X 780 = 5,850.00
 Object 121 Object 122 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

1/1/09	6/30/09	Shift varies		6 months
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:	FLSA:			
Exempt <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>			
Non-Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>			
N/A <input type="checkbox"/>				

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

Continuation of program and workload

HIDALGO COUNTY
 BUDGET OFFICE
 2008 DEC 19 PM 1 00

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

See copy of Job Description- + filling, regular office duties, assist Coordinator of the JCCC Program

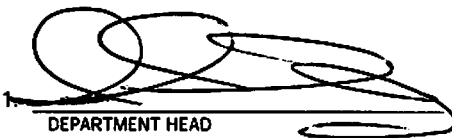
POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2008 DEC 19 PM 1 01

1.		12/19/08	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.	_____	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.	_____	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	_____	DATE			
	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez, Jr., Juvenile Justice Center – 330 JUV P **DATE:** 12/19/08

CURRENT POSITION TITLE: JCCC MONITOR **CURRENT SLOT. #:** T053, T054, T055
T056

REQUESTED POSITION TITLE: JCCC MONITOR
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Extension

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 \$ 5,850.00 x 4 \$ 23,400.00
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 1100-423-60-330-002-0-XXX

POSITION Type:

Full Time Employee Part Time Employee \$7.50
 Object 113 Object 114
 Full Time Temporary Part Time Temporary \$ 7.50 X 780 = 5,850.00
 Object 121 Object 122
 Enter hourly rate for temp. positions
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

	1/1/09	6/30/09	Shift varies		6 months
	Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:					
Exempt		<input checked="" type="checkbox"/>			
Non-Exempt		<input type="checkbox"/>			
N/A		<input type="checkbox"/>			
FLSA:					
Exempt			<input type="checkbox"/>		
Non-Exempt			<input checked="" type="checkbox"/>		

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

Continuation of program and workload

HIDALGO COUNTY
 BUDGET OFFICE
 2008 DEC 19 PM 1 00

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

See copy of Job Description- + filling, regular office duties, assist Coordinator of the JCCC Program

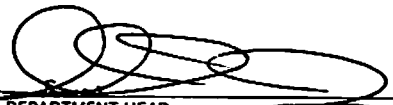
POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2008 DEC 19 PM 1 01

- | | | | | | |
|----|--|------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | 12/19/08
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |