



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Precinct #4 Constable **DATE:** 01-05-09

CURRENT POSITION TITLE: **CURRENT SLOT. #:** 001-0010

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

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 24,090.00 Proposed Budgeted Salary \$ 24,090.00 Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
- Other Co. Wide Adm. Contingency Account

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
\$ 11.58 * 2,080 = \$24,090.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<u>01/06/09</u> Start Date	<u>06/30/09</u> End Date	<u>Mon. - Fri. & 8am - 5pm</u> Working Days & Hours	<u>40</u> Hours Per Week	<u>6 months</u> Duration (2 weeks, 3 months, etc.)
-------------------------------	-----------------------------	--	-----------------------------	---

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

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

Due to an employee that is out on FFLA.

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

1/5/09
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

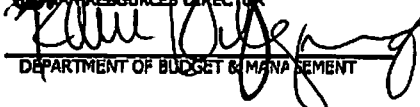
YES NO

2.  _____
HUMAN RESOURCES DIRECTOR

1/5/2009
DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3.  _____
DEPARTMENT OF BUDGET & MANAGEMENT

10/10/2009
DATE

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE