



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
Veterans Services/370

DATE:

CURRENT POSITION TITLE:
Administrative Assistant

CURRENT SLOT. #: 0007

REQUESTED POSITION TITLE:
(For new positions or reclassifications) Veterans Service Officer Assistant

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

(title change only)

POSITION SALARY REQUEST:

Salary Amount: \$ 50,669.00 \$ 50,669.00 \$ 0
 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.)
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CIVIL SERVICE:
 Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

To aid residents of the country who served in the U.S. Armed Forces during any war or peace-time enlistment in preparing, submitting and preparing any claim against the U.S. or any state, for compensation, hospitalization, insurance, pension, education, or other benefits to which they may be entitled.

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

Veterans Service Officer Assistant will be responsible for the daily operations of the office, coordinating appointments for veterans and their dependents with the Veterans Services office and satellite offices.

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

Transfer to Veterans Services change in scope of responsibilities to better serve Hidalgo County Veterans residing in the east portion of the county.

This will establish a Veterans Services representative in every precinct thus maximizing services to our veterans.

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

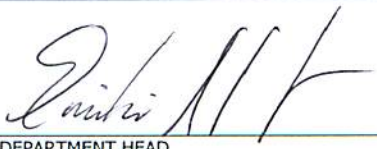

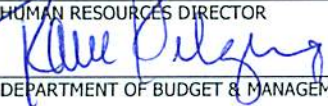
See attached job description.

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

This request is essential due to state mandated certification requirements and enable trained and certified personnel to better serve our veteran population.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		01/26/09	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE		
2.		2/05/09	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE		
3.		2/05/09	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE		
4.	COMMISSIONERS COURT APPROVAL	DATE		