



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** Precinct #1, Dept. 121

**DATE:** 2/26/09

**CURRENT POSITION TITLE:** Research & Development Coordinator

**CURRENT SLOT. #:** 121-005-075

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

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Deletion of Position

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 44,100.00    Current Budgeted Salary    \$ - 0 -    Proposed Budgeted Salary    \$ (44,100.00)    Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other Surplus Funding

**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.)		
<table style="width: 100%;"> <tr> <td style="width: 50%;"> <b>CIVIL SERVICE:</b>                      Exempt <input type="checkbox"/>                      Non-Exempt <input checked="" type="checkbox"/>                      N/A <input type="checkbox"/> </td> <td style="width: 50%;"> <b>FLSA:</b>                      Exempt <input type="checkbox"/>                      Non-Exempt <input checked="" type="checkbox"/> </td> </tr> </table>					<b>CIVIL SERVICE:</b> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	<b>FLSA:</b> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
<b>CIVIL SERVICE:</b> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	<b>FLSA:</b> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>					

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

*Due to the current needs of the Precinct we find it necessary to request this adjustment in order to satisfy the immediate requirements in our precinct.*

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

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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>Chylis A. Jotandy</u> <sup>HR</sup>	<u>2/26/09</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.	<u>sdfgsdfg</u>		PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.	<u>Phil Dole</u>	<u>2/26/09</u>	BUDGET PROCEDURES COMPLETED	<input checked="" 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.

Responsible for maintaining all county roads and bridges within the precinct in a safe manor. This includes making sure that all county road traffic control devices or in operable condition.

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

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

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