



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDALGO CO. SHERIFFS OFF./ 280-002

DATE: March 4, 2009

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0396 & 0397

REQUESTED POSITION TITLE: DETENTION OFFICER (2 POSITIONS)
(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 \$ 30,450.00 x 2 Proposed Budgeted Salary \$ 30,450.00 x 2 = \$60,900.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other POSITIONS TO BE CREATED UNDER ACCT #9-1100-423-21-280-002-0-XX (JAIL)

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 Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

These positions are needed to fill the South Tower Sheriff's Resource Center. This Center will provide services to the South Tower Estates and surrounding communities.

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

Duties will include the assisting of complainants in providing services as needed as a Public Service Officers, along with the monitoring of Surveillance cameras and answering the phones.

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)

These positions are being requested by Commissioner Palacios of Pct. 2, these positions will be used to man the South Tower Resources Center. Commissioner Palacios recommended that these positions be funded from the salary sweeps.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|---|-------------------------|-----------------------------------|---|--|
| 1. | <u><i>[Signature]</i></u>
DEPARTMENT HEAD | <u>3/5/09</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez</i></u>
HUMAN RESOURCES DIRECTOR | <u>03-09-09</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>Kyle Dilgung</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/5/09</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |