



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

DATE: Enter Date

**HIDALGO COUNTY PCT. 2 / #122**

**3/10/2009**

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current

**N/A**

**122 - T029**

REQUESTED POSITION TITLE: Enter New Position Title  
(For new positions or reclassifications)

**122 - T030**

**ATTENDANT ( 2 ) POSITIONS**

**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     
 \$ 17912.00/YR x 2 POSITIONS = 35,984/YR     
 Proposed Budgeted Salary     
 Net Change

*# 8.65/HR*

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds

Other Fund Balance     
 EST. ACTUAL EXPENSE BASED ON 36 HRS/WK FOR 10 WEEKS  
 @ \$8.65/HR x 2 POSITIONS = \$16,228.00 FOR SALARIES

**POSITION Type:**

Full Time Employee Object 113      
 Part Time Employee Object 114      
 # 8.65/HR  
 Enter hourly rate for temp. positions

Full Time Temporary Object 121      
 Part Time Temporary Object 122      
 \$ 8.65 x 2080 Hrs = 17,992.00 ANNUALLY  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>06/02/2009</u>	<u>08/02/2009</u>	<u>1:00 p.m. - 7:00 p.m.</u>	<u>36</u>	<u>10 weeks</u>
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

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

Attendant is needed to take account of all daily attendance receipts of the pool, and will be doing light clerical duties like filling out reports & making deposits to the bank on a daily basis.

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




See 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.		3/10/09			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		3/11/2009			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		3/18/2009			
	DEPARTMENT OF BUNGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			