



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDALGO COUNTY PCT. #4-#124

DATE: 3/24/09

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #:

REQUESTED POSITION TITLE: Park Maintenance I

(For new positions or reclassifications) 3-Positions (009-0008 / 009-0009 / 009-0010)

**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 Current Budgeted Salary      \$ 22,345.00 Proposed Budgeted Salary      = \$ 67,035 Net Change

3 Positions @

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds

Other Pks Unappropriated Fund Balance      9-1214-452-00-124-009-0

**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:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

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

Positions required to keep up with demands of park repair/maintenance.

**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)

**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. <u><i>Marie S. Garcia</i></u> DEPARTMENT HEAD	<u>3/24/09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. <u><i>Esther A. Cortez</i></u> HUMAN RESOURCES DIRECTOR	<u>03-27-09</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. <u><i>Kathleen</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>3/27/09</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4. _____ COMMISSIONERS COURT APPROVAL	_____ DATE	_____	_____	_____