





# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PLANNING DEPT.

DATE: 03/23/09 5/1/09

CURRENT POSITION TITLE: ENGINEERING TECHNICIAN I

CURRENT SLOT. #: 210-001-0008

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

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other SUPPLEMENTAL PAY-ALLOW

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ -0- Current Budgeted Salary      \$ 6,000.00 Proposed Budgeted Salary      \$ 6,000.00 Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other FUNDING SOURCE: Pct 2 Pavement/unpaved Rd funds

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

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

THE ADJUSTMENT IS ESSENTIAL TO THE WORK BEING PERFORMED AS A RESULT OF THE INCREASED DESIGN RESPONSIBILITY THAT STEMS FROM THE DRAINAGE IMPROVEMENT PROJECTS BEING PREPARED IN HOUSE FOR PCT #2 & #4. THIS PROPOSED ADJUSTMENT WILL ALLOW US TO CONTINUE WITH OUR WORK AT THE PLANNING DEPARTMENT WHILE PROVIDING ENGINEERING DESIGN SERVICES FOR THE PRECINCT'S DRAINAGE PROJECTS.

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

**SUPPLEMENTAL PAY ALLOWANCE EFFECTIVE ONLY THROUGH DURATION OF TEMPORARY ASSIGNMENT FOR THE DRAINAGE IMPROVEMENT PROJECT.**

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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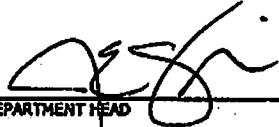
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	<u>04/14/09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



**PLANNING DEPARTMENT**  
County Of Hidalgo

Raul E. Sesin, P.E., CFM  
PLANNING ADMINISTRATOR

**MEMORANDUM**

**To:** Raul Siguero, Budget  
**From:** Raul E. Sesin, PE, CFM, Planning Administrator  
**Date:** April 17, 2009  
**Via:** E-mail  
**Re:** Personnel Adjustment Request Form

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Attached please find Personnel Adjustment Form for Engineering Technician I, Slot # 210-001-0008. This proposed adjustment will allow us to continue with our work at the Planning Department while providing Engineering design services for the Precinct's Drainage Projects.

Thank you for your assistance. Please contact me on 956-566-1974 if you require any additional information.

**\*\*\* END OF MEMORANDUM \*\*\***





**HIDALGO COUNTY  
COMMISSIONER COURT  
2009 SALARY SCHEDULE**

**9-1202-431-00-122-006-0  
Pct. 2 Paved/ Unpaved RD**

**AI-15303**

Slot #	Obj Code	POSITION TITLE	2008 BUDGETED SALARY	2009 ADJUSTED SALARY	2009 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2009 BUDGETED SALARY APPROVED	2009 ACTUAL SALARY						2009 ACTUAL TOTAL COMPENSATION
T058	121	MAINTENANCE I	19,760.00	0.00	19,760.00	0	0.00	0.00	19,760.00	0.00	0.00	0.00	0.00	0.00	0.00	
T059	121	MAINTENANCE I	19,760.00	0.00	19,760.00	0	0.00	0.00	19,760.00	17,680.00	0.00	0.00	0.00	0.00	17,680.00	
T060	121	MAINTENANCE I	19,760.00	0.00	19,760.00	0	0.00	0.00	19,760.00	0.00	0.00	0.00	0.00	0.00	0.00	
0061	113	MECHANIC II	26,500.00	0.00	26,500.00	0.05	1,325.00	675.00	28,500.00	26,545.00	0.00	0.00	0.00	0.00	26,545.00	
0062	113	HEAVY EQUIPMENT OPERATOR III	0.00	33,019.00	33,019.00	0.05	1,651.00	0.00	34,670.00	0.00	0.00	0.00	0.00	0.00	0.00	
0063	113	HEAVY EQUIPMENT OPERATOR II	0.00	24,828.00	24,828.00	0.05	1,241.00	759.00	26,828.00	0.00	0.00	0.00	0.00	0.00	0.00	
0064	113	HEAVY EQUIPMENT OPERATOR I	0.00	22,360.00	22,360.00	0.05	1,118.00	882.00	24,360.00	0.00	0.00	0.00	0.00	0.00	0.00	
0065	113	HEAVY EQUIPMENT OPERATOR I	0.00	22,360.00	22,360.00	0.05	1,118.00	882.00	24,360.00	0.00	0.00	0.00	0.00	0.00	0.00	
0066	113	HEAVY EQUIPMENT OPERATOR I	0.00	22,360.00	22,360.00	0.05	1,118.00	882.00	24,360.00	0.00	0.00	0.00	0.00	0.00	0.00	
0067	113	HEAVY EQUIPMENT OPERATOR I	0.00	22,360.00	22,360.00	0.05	1,118.00	882.00	24,360.00	0.00	0.00	0.00	0.00	0.00	0.00	
0068	113	MECHANIC I	0.00	26,500.00	26,500.00	0.05	1,325.00	675.00	28,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
0069	113	TRUCK DRIVER II	0.00	24,059.00	24,059.00	0.05	1,203.00	797.00	26,059.00	0.00	0.00	0.00	0.00	0.00	0.00	
0070	113	TRUCK DRIVER II	0.00	24,059.00	24,059.00	0.05	1,203.00	797.00	26,059.00	0.00	0.00	0.00	0.00	0.00	0.00	
0071	113	MAINTENANCE I	0.00	20,703.00	20,703.00	0.05	1,035.00	965.00	22,703.00	0.00	0.00	0.00	0.00	0.00	0.00	
0072	113	MAINTENANCE I	0.00	20,703.00	20,703.00	0.05	1,035.00	965.00	22,703.00	0.00	0.00	0.00	0.00	0.00	0.00	
0073	113	MAINTENANCE I	0.00	20,703.00	20,703.00	0.05	1,035.00	965.00	22,703.00	0.00	0.00	0.00	0.00	0.00	0.00	
0074	113	MAINTENANCE I	0.00	20,703.00	20,703.00	0.05	1,035.00	965.00	22,703.00	0.00	0.00	0.00	0.00	0.00	0.00	
0075	113	SURVEYOR TECHNICIAN	0.00	35,000.00	35,000.00	0.05	1,750.00	0.00	36,750.00	0.00	0.00	0.00	0.00	0.00	0.00	
0076	113	SURVEYOR TECHNICIAN	0.00	35,000.00	35,000.00	0.05	1,750.00	0.00	36,750.00	0.00	0.00	0.00	0.00	0.00	0.00	
0077	113	HEAVY EQUIPMENT OPERATOR III	0.00	33,019.00	33,019.00	0.05	1,651.00	0.00	34,670.00	0.00	0.00	0.00	0.00	0.00	0.00	
A-0078	113	DRAFTING TECHNICIAN I											6,000.00		6,000.00	
			1,513,258.00	407,736.00	1,920,994.00		92,098.20	34,153.80	2,047,246.00	1,045,050.00	13,320.00	0.00	6,000.00	0.00	1,070,370.00	

**Approval to allocate supplemental pay for one Drafting Technician I position, under Planning Dept, slot no. 008 (employee no. 156647), in the amount of \$6,000.00 per year, for the duration of the Drainage Improvement Project. Pending CC approval.**