



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PLANNING DEPT.

DATE: 09/23/09 5/1/09 SWS

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 Pave/unpaved Rd Funds SWS

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 FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

JUSTIFICATION/PRIORITY: (Explain why this position or 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 PET #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.


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)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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			