



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name  
**Hidalgo County Precinct #3/123**

DATE: Enter Date  
**April 28, 2009**

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current  
**001-030,001-031,001-032**

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

**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    
 \$ 24,880.00 Proposed Budgeted Salary    
 \$ 24,880.00 x (3) = \$74,640.00 Net Change

Position to be funded from one of the following:

- Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds
- Other Dept Budget/Fund Balance

**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      Exempt
- Non-Exempt      Non-Exempt

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

This is an unskilled manual labor position involved with maintenance.

For increased workload attributed to the Precinct No. 3 Landfill and the Trusser Road Collection Station. (Per Raul Silguero by direction of Domingo Villavieja)

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

General maintenance for Precinct Landfill/collection station. Maintains landfill/collection station areas

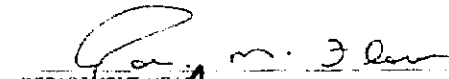


Clean on daily basis.

**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.	 DEPARTMENT HEAD	DATE 5/11/09	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	DATE 5/08/09	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			