

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


Answers telephone, performs light clerical duties, greets and routes walk-ins clients.

**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. |  | DATE    | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   |         |                                   |   |                             |
| 2. |   | DATE    | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  |         |                                   |   |                             |
| 3. |  | 5/22/09 | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE    |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE    |                                   |   |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

DATE: Enter Date  
**May 21, 2009**

CURRENT POSITION TITLE: Enter position Title  
**N/A**

CURRENT SLOT #: Enter current  
**005-070, 005-071**

REQUESTED POSITION TITLE: Enter New Position Title  
(For new positions or reclassifications)  
**Office Clerk (2) Positions (Temporary)**

### 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      \$ 18,720.00/yr. x 2 Proposed Budgeted Salary      \$ 37,440.00 Net Change

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Other \_\_\_\_\_

### POSITION Type:

Full Time Employee Object 113       Part Time Employee Object 114       9.00 hourly  
Full Time Temporary Object 121       Part Time Temporary Object 122       \$ 18,720.00 annually  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Mon-Fri. 8 hours daily Working Days & Hours      40 Hours Per Week      6 months Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: *pc*  Exempt      FLSA:  Exempt  
Non-Exempt       Non-Exempt

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

Office employees are scheduled to take summer vacation and in need of temporary help.