



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** HIDALGO COUNTY PCT. #4

**DATE:** 5/20/09

**CURRENT POSITION TITLE:** OFFICE CLERK / RECEPTIONIST

**CURRENT SLOT. #:** 007-0052

**REQUESTED POSITION TITLE:** *n/a*  
 (For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other **DELETE POSITION**

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 18640                      \$ 0                      \$ -\$18640  
    Current Budgeted Salary                      Proposed Budgeted Salary                      Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds

Other Surplus of funds will be made available.

**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.)
<b>CIVIL SERVICE:</b>				
Exempt	<input type="checkbox"/>	FLSA: 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)

THE PRECINCT HAS GREATER NEED FOR TRAINED ACCOUNTS PAYABLE CLERK HENCE WE ARE PROPOSING TO DELETE SAID POSITION AND CREATE AN UPGRADED ACCTS. PAYABLE CLERK POSITION.

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

SEE ATTACHED 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. C. L. Kravitz, Jr. 5/20/09  
DEPARTMENT HEAD DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2. Beth A. Cortez 05-20-09  
HUMAN RESOURCES DIRECTOR DATE

PERSONNEL PROCEDURES COMPLETED

YES  NO

3. Mike DeLong 5/20/09  
DEPARTMENT OF BUDGET & MANAGEMENT DATE

BUDGET PROCEDURES COMPLETED

YES  NO

4. \_\_\_\_\_ DATE



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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1. W. L. Wainwright, Jr. 5/20/09  
DEPARTMENT HEAD DATE

2. Kathleen A. Corday/AJE 05-20-09  
HUMAN RESOURCES DIRECTOR DATE

3. Chelle Pelzberg 5/20/09  
DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. \_\_\_\_\_  
COMMISSIONERS COURT APPROVAL DATE

FUNDING AVAILABLE IN DEPT. BUDGET  YES  NO

PERSONNEL PROCEDURES COMPLETED  YES  NO

BUDGET PROCEDURES COMPLETED  YES  NO