



# 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-T070**  
**005-T071**

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       Non-Exempt  
Non-Exempt        FLSA:  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.

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

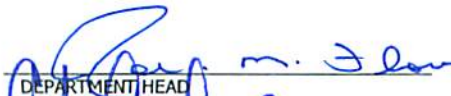

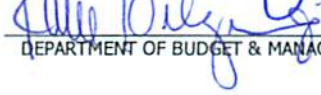
Answers telephone, performs light clerical duties, greets and routes walk-ins clients.

**POSITION RECLASIFICATION:** 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 checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	5/26/09			
3.		DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	5/22/09			
4.	COMMISSIONERS COURT APPROVAL	DATE			