HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 080 **DATE:** 05/28/2009

CURRENT POSITION TITLE: **CURRENT SLOT. #:** T-21-T24

REQUESTED POSITION TITLE: Clerk-Typist
(For new positions or reclassifications)

REQUEST FOR:

☑ New Position ☑ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount: $ _____ Current Budgeted Salary $ 3,600 per slot (x 4) Proposed Budgeted Salary $ 14,400 Net Change

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☑ Other D.A. Checks Account - 9-1222-412-00-080-006-0- (Budget Appropriation)

POSITION Type:

Full Time Employee Object 113 ☐ Part Time Employee Object 114 ☐ 9.00

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☑ $ Enter hourly rate for temp. positions 9.00 X 400. = $3,600.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

06/02/2009	08/30/2009	M-F 8-5	30-40	3 months
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	☑	Exempt	☐
Non-Exempt	☐	Non-Exempt	☑
N/A	☐		

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

Will assist in the different sections with catching up on shredding, making copies, filing paperwork, etc..

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

shredding, making copies, filing paperwork and other duties as assigned

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.	FORLENE GUERRA DEPARTMENT HEAD	5/28/2009 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	5/28/2009 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	5/28/09 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			