



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

DATE: 7/2/09

Pct # 1 / 121

CURRENT POSITION TITLE:

CURRENT SLOT. #:

Administrative Assistant

005-004

REQUESTED POSITION TITLE:
(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: \$ 59,568⁰⁰ Current Budgeted Salary \$ 0 Proposed Budgeted Salary \$ 59,568⁰⁰ 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

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.)

CIVIL SERVICE:

- Exempt
- Non-Exempt
- N/A

FLSA:

- Exempt
- Non-Exempt

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

To creat an Exective Assistant position.

HIDALGO COUNTY
 BUDGET OFFICE
 2009 JUL 6 PM 1:20

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

please see Attachment

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)

HIDALGO COUNTY
BUDGET OFFICE
2009 JUL 6 PM 1 20

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <i>Sybil Odendy</i>
DEPARTMENT HEAD | <i>07/06/09</i>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <i>Esther A. Cortez/efr</i>
HUMAN RESOURCES DIRECTOR | <i>07-06-09</i>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <i>Kelli Pulgarin</i>
DEPARTMENT OF BUDGET & MANAGEMENT | <i>7/06/09</i>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

DATE:

Pct # 1

7/2/09

CURRENT POSITION TITLE:

CURRENT SLOT. #:

005-085

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

Executive Assistant

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 \$ 59,568⁰⁰ Proposed Budgeted Salary \$ 59,568⁰⁰ Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other *Deleted position Admin. Assist. (005-004)*

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.)

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

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

HIDALGO COUNTY
BUDGET OFFICE
2009 JUL 6 PM 1 20

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

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)

HIDALGO COUNTY
BUDGET OFFICE
2009 JUL 6 PM 1 20

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. <u><i>Sylvia Dand</i></u>
DEPARTMENT HEAD | <u>07/06/09</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. <u><i>Beth A. Carter</i></u>
HUMAN RESOURCES DIRECTOR | <u>07.06.09</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. <u><i>Kelli Pulgarin</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/06/09</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. _____
COMMISSIONERS COURT APPROVAL | _____
DATE | _____ | _____ | _____ |