



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

Hidalgo County Pct. #2

DATE: 7/16/2009

CURRENT POSITION TITLE:

CURRENT SLOT. #:

T07A

REQUESTED POSITION TITLE:

(For new positions or reclassifications)

Engineering Tech II

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 39,083.⁰⁰ Proposed Budgeted Salary \$ 39,083.00 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
 Full Time Temporary Object 121 Part Time Temporary Object 122

Enter hourly rate for temp. positions
 \$ 18.79 × 2,080 = \$ 39,083.⁰⁰
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

8/3/2009 12/31/2009 8:00 AM - 5:00 PM 40 hrs 6 months
 Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

- Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A *CAS*

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

Request is essential due to our department efforts to construct drainage within the Precincts. The Engineer Tech will assist the County Engineer in designs of drainage projects.

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

See attached Job Description.


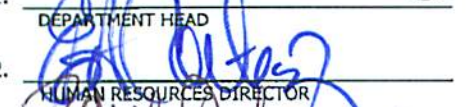

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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.		7/16/2009	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		7/17/2009	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		7/16/2009	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			