



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

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

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**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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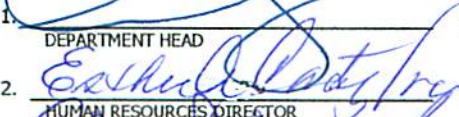
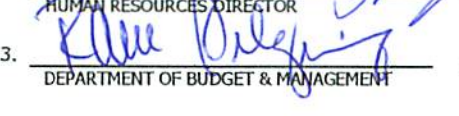
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		July 28, 2009		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		7/31/09		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		7/30/2009		
	DEPARTMENT OF BUDGET & MANAGEMENT	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: Hidalgo County Clerk's Office

DATE: July 28, 2009

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 002-0001  
002-0002

REQUESTED POSITION TITLE: Deputy Clerk (2 positions)  
(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:    \$ 0.00    Current Budgeted Salary    \$ 2 x 27,000.00 = 54,000.00    Proposed Budgeted Salary    \$ 54,000.00    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other County Clerk Archive Account

### 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)

Temporary position has been extended several times – department has concluded that permanent position is needed.

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.   
 DEPARTMENT HEAD

2.   
 HUMAN RESOURCES DIRECTOR

3.   
 DEPARTMENT OF BUDGET & MANAGEMENT

July 28 / 2009  
 DATE

7/31/2009  
 DATE

7/30/2009  
 DATE

FUNDING AVAILABLE IN DEPT. BUDGET  YES  NO

PERSONNEL PROCEDURES COMPLETED  YES  NO

BUDGET PROCEDURES COMPLETED  YES  NO

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