HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 150-001- TREASURER'S OFFICE **DATE:** 09/10/2009

CURRENT POSITION TITLE: CHIEF ASSISTANT TREASURER/ PAYROLL **CURRENT SLOT. #:** 003

REQUESTED POSITION TITLE: N/A
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other SUPPLEMENTAL PAY ALLOC.

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

POSITION SALARY REQUEST:

Salary Amount: $ -0- (Current Budgeted Salary) $ 2,500.00 (Proposed Budgeted Salary) $ 2,500.00 (Net Change)

Position to be funded from one of the following:

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

☑ Other FUNDING AVAILABILITY: SUPPLEM. PAY ALLOW. PREVIOUSLY ALLOCATED IN SLOT 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)

This employee was recently promoted from Assistant Payroll Supervisor (Slot #004) to Chief ASsistant Treasurer/Payroll (Slot #003) and is the County Treasurer's designee on the Hidalgo County Bail Bond Board.

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

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)

The County Treasurer is the secretary of the Bail Bond Board. The Treasurer's designee assists with the responsibilities of the Bail Bond Board secretary which consists of but not limited to being custodian of all bail bond companies applications; verifying adequate collateral for all bondmen; placing concerns on agenda for bail bond meetings and distribute to all board members.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. Norma G. García	9/11/09	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
DEPARTMENT HEAD	DATE			
2.		PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
HUMAN RESOURCES DIRECTOR	DATE			
3.	9/11/09	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.				
COMMISSIONERS COURT APPROVAL	DATE			