





# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:  
FACILITIES MANAGEMENT (220-001)

DATE:  
October 9, 2009

CURRENT POSITION TITLE:  
N/A

CURRENT SLOT. #:  
0103

REQUESTED POSITION TITLE:  
CLERK I

**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    \$ 18,564.00    Proposed Budgeted Salary    \$ 18,564.00    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other General Fund/ Co. Wide Contingency

**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)

FACILITIES MANAGEMENT DEPARTMENT REALIGNMENT.

**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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**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. | <u>VALDE GUERRA / RA</u><br>DEPARTMENT HEAD                | <u>10/09/2009</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <u>HUMAN RESOURCES DIRECTOR</u>                            | <u>DATE</u>               | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <u>Rafael Delgado</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>10/09/2009</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | <u>COMMISSIONERS COURT APPROVAL</u>                        | <u>DATE</u>               |                                   |   |                             |