HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Hidalgo County Precinct #3/123 R&B

DATE: Enter Date
October 23, 2009

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current
005-073

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)
Inventory Control Specialist

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) $ $38,000.00 (Proposed Budgeted Salary) $ 38,000.00 (Net Change)

Position to be funded from one of the following:

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

☑ Other Intradepl. Transfer from object code 7260

POSITION Type:

Full Time Employee Object 113 [X] 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	[ ]
Non-Exempt	[X]	Non-Exempt	[X]

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

Need personnel to manage Precinct #3 inventory.

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BUDGET OFFICE
HIDALGO COUNTY

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

Conducts physical inventory and maintains records of all fixed and moveable assets for Hidalgo County.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
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1.	DEPARTMENT HEAD	10-23-2009 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	10/26/09 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			