HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Precinct #1 **DATE:** 11/06/09

CURRENT POSITION TITLE: N/A **CURRENT SLOT. #:** T0087

REQUESTED POSITION TITLE: (TEMPORARY) CHIEF ADMINISTRATOR
(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-	$ 84,357.00 ~~12,329.33~~	$ 84357.00 ~~-0-~~
	Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

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

☑ Other 9-1201-431-00-121-005-0-121 / ~~LAPSE FUNDING~~ Intradep. Transfer Pc

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

$ 84,357 / 2080 = 40.557

Hourly Rate * 2,080 hrs. per year = Annual Salary

40.557 * 8HRS = 324.456

324.456 * 38 DAYS = $12,329.33

TEMPORARY POSITIONS:

11/10/09	12/31/09	MON-FRI 8:00-5:00	40	38 DAYS
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)

The position/adjustment request is essential due to the Chief Administrator's leave of absence. The creation of this position will provide continued guidance on the daily operations of the precinct.

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

Over sees the daily financial and operations of the Precinct. Supervises, trains, and evaluates the office staff. Serves as project leader, facilitator or staff representative on variety of special projects and committees involving County departments and staff from other agencies. Attends public meetings as representative of the Precinct ; on frequent occasions such meetings may occur in evening hours.

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

1.	Sylvia Handy DEPARTMENT HEAD	11/6/2009 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	11/6/09 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			