



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA CHAPTER 59 (270-011)

DATE: November 10, 2009

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: G021

REQUESTED POSITION TITLE: CLERK

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 \$ 20,000.00 \$ 20,000.00
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 FUNDS AVAILABLE FROM DELETION OF POSITION

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
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:

Exempt FLSA: Exempt
Non-Exempt Non-Exempt
N/A

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

After reviewing the essential duties and responsibilities of the Administrative Assistant, which includes preparing all necessary paperwork on criminal Files, keeping track of dockets, organize case file for presentation to District Attorney office, etc., the department has a need for a Clerical Position, which is responsible for answering the telephone, screening and forwarding calls, providing information, data entry.

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

Answer, screen and forward calls, provide information, taking messages, data entry,

Travel arrangements for office staff, maintain basic file system, and maintains

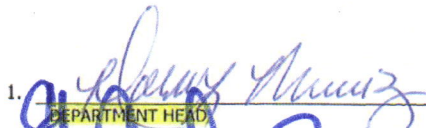
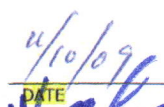

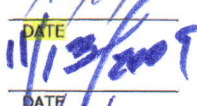
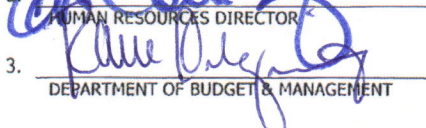
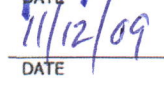
supplies

POSITION RECLASSIFICATION: 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. |  DEPARTMENT HEAD |  DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR |  DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT |  DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

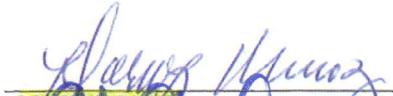
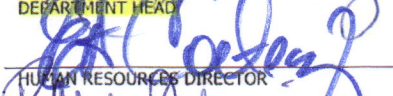
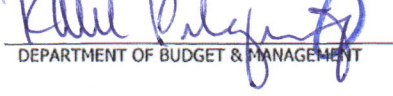
NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: 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. |  | <u>11/10/09</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. |  | <u>11/12/09</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. |  | <u>11/12/09</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-016)

DATE: November 10, 2009

CURRENT POSITION TITLE: Administrative Assistant

CURRENT SLOT. #: G001

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount: \$ 38,053.00 Current Budgeted Salary
 \$ 0.00 Proposed Budgeted Salary
 \$ (38,053.00) Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other Funds made available from deletion of this position.
PC

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 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: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | FLSA: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> |
|---|--|

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

After reconsidering this position, the department found that this position is no longer required and has greater need of accounting, auditing, and financial services rendered by a CPA, CPA firm, financial consultants, or other individuals or organizations qualified to perform such service. These service will be contractual and be supervised by the South Texas HIDTA Director's Office.

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

POSITION RECLASSIFICATION: 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. <u><i>[Signature]</i></u> DEPARTMENT HEAD | <u>11/20/09</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. <u><i>[Signature]</i></u> HUMAN RESOURCES DIRECTOR | <u>11/20/09</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. <u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>11/20/09</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. _____ COMMISSIONERS COURT APPROVAL | _____ DATE | | |