HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: URBAN COUNTY PROGRAM (250) **DATE:** 11/23/09

CURRENT POSITION TITLE: N/A **CURRENT SLOT. #:** 0005

REQUESTED POSITION TITLE: INSPECTOR
(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: $ 0.00 (Current Budgeted Salary) $ 34,360.00 (Proposed Budgeted Salary) $ 34,360.00 (Net Change)

Position to be funded from one of the following:

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

☑ Other GRANT (TEXAS DEPARTMENT OF COMMUNITY AFFAIRS - DISASTER RECOVERY)
9-1228-463-00-250-006-8-XXX

POSITION Type:

Full Time Employee Object 113 ☑ Part Time Employee Object 114 ☐ $16.52

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ Enter hourly rate for temp. positions

$ 34,360.00 (STARTING PAY RATE TO BE $30,688.50)
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

11/23/09	UNKNOWN	MON - FRI 8AM - 5PM	40	SUBJECT TO GRANT FUNDING
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)

ADDITIONAL $2,000.000 IN FUNDING TO BE PROVIDED BY STATE FOR THE IMPLEMENTATION OF IMPROVEMENT OF HOUSING PROJECTS RELATED TO THE DISASTER RELIEF ASSOCIATED WITH HURRICANE DOLLY. POSITION NECESSARY FOR A TWO (2) YEAR PERIOD TO APPROPRIATELY MEET PROGRAM REQUIREMENTS.

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

SEE ATTACHED JOB DESCRIPTION

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

COMMENTS: (Any comments you wish to make regarding this request)

THESE POSITIONS MAY BE EXTENDED DUE TO EXPECTED FUNDING FROM PHASE II

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	11/25/09 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☑ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	11/25/2009 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			