



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Co. Treasurer Dept. (015-001)

DATE: December 29, 2009

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0014

REQUESTED POSITION TITLE: Payroll Data Specialist II

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 \$ 40,078.00 \$ 40,078.00
 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 2010 Co. Wide Contingency

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.)
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CIVIL SERVICE:		FLSA:	
Exempt	<input type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

Workload has increased due to the increase number of county employees along with other payroll duties, this position involves keeping track of all personnel leave balances. Although leaves are kept electronically the system does not always match what the departments show. This is a time consuming process which needs to be done for the sake of accuracy.

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)

I have been discussing this issue with the Budget Office for several years.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|-----------------------------------|-------------------|-----------------------------------|---|
| 1. | <i>Norma G. Garcia</i> | <i>12/28/09</i> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | |
| 2. | | | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | |
| 3. | <i>Steve Delgado</i> | <i>12/29/2009</i> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | |
| 4. | | | | |
| | COMMISSIONERS COURT APPROVAL | DATE | | |