



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – Sanitation (123-001)

DATE: 01/07/10

CURRENT POSITION TITLE: Heavy Equipment Operator III

CURRENT SLOT. #: 0006

REQUESTED POSITION TITLE: Supervisor

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount:    \$ 30,000.00    \$ 30,000.00    \$ 0.00  
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 No Budgetary Impact

### 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  
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     Exempt   
Non-Exempt     Non-Exempt   
N/A

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

SUPERVISES AND COORDINATES ACTIVITIES AND PERSONNEL OF THE HIDALGO COUNTY LANDFILL AND COLLECTION STATIONS. ALSO,  
SUPERVISES ACTIVITIES OF ALL FIELD WORKERS AND KEEPS ACCURATE RECORDS OF MATERIALS ACCEPTED AT THE LANDFILL.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|-----------------------------------|------------------|-----------------------------------|------------------------------|-----------------------------|
| 1. | <i>Car. m. Elms</i>               | <i>1-14-2010</i> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                   | DATE             |                                   |                              |                             |
| 2. | <i>Esther A. Cortez/gc</i>        | <i>01.15.10</i>  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR          | DATE             |                                   |                              |                             |
| 3. | <i>Mark A. Trevino</i>            | <i>1/14/10</i>   | BUDGET PROCEDURES COMPLETED       | <input 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: Pct. 3 – Sanitation (123-001)

DATE: 01/07/10

CURRENT POSITION TITLE: Heavy Equipment Operator III

CURRENT SLOT. #: 0009

REQUESTED POSITION TITLE: Truck Driver III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 28,000.00    \$ 28,000.00    \$ 0.00  
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 No Budgetary Impact

**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  
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     Exempt   
Non-Exempt     Non-Exempt   
N/A

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

THE ADDITION OF COLLECTION STATIONS AND RESPONSIBILITIES ADHERED TO THE COLLECTIONS STATIONS HAS INCREASED THE NEED OF  
ADDITIONAL TRUCK DRIVERS IN THE SANITATION DEPT.

**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)

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\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_

**HUMAN RESOURCES:** Classification and Salary Recommendation

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\_\_\_\_\_  
\_\_\_\_\_

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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\_\_\_\_\_

1.	<u>Pat. M. E. Ross</u> DEPARTMENT HEAD	<u>1-14-2010</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez /ajc</u> HUMAN RESOURCES DIRECTOR	<u>01-15-10</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Mark D. Trevino</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/15/10</u> DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – Sanitation (123-001)

DATE: 01/07/10

CURRENT POSITION TITLE: Heavy Equipment Operator III

CURRENT SLOT. #: 0011

REQUESTED POSITION TITLE: Truck Driver III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 32,000.00    \$ 32,000.00    \$ 0.00  
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 No Budgetary Impact

**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  
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     Exempt   
Non-Exempt     Non-Exempt   
N/A

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

THE ADDITION OF COLLECTION STATIONS AND RESPONSIBILITES ADHERED TO THE COLLECTIONS STATIONS HAS INCREASED THE NEED OF  
ADDITIONAL TRUCK DRIVERS IN THE SANITATION DEPT.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|--------------------------|-----------------------------------|------------------------------|-----------------------------|
| 1. | <u>Pat. M. Zalus</u><br>DEPARTMENT HEAD                     | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Gretchen A. Cortez / spc</u><br>HUMAN RESOURCES DIRECTOR | <u>01-15-10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Jim R. Drewni</u><br>DEPARTMENT OF BUDGET & MANAGEMENT   | <u>1/15/10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                | DATE                     |                                   |                              |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – P/U Rd (123-005)

DATE: 01/07/10

CURRENT POSITION TITLE: Maintenance III

CURRENT SLOT. #: 0024

REQUESTED POSITION TITLE: Supervisor

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 35,700.00    \$ 35,700.00    \$ 0.00  
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 No Budgetary Impact

**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  
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"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

SUPERVISE THE ACTIVITIES OF ALL CREW MEMBERS. ALSO, COORDINATE AND SCHEDULE ALL ROAD AND BRIDGE ACTIVITIES.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	<u><i>[Signature]</i></u> DEPARTMENT HEAD	<u>1-14-2010</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>01-15-10</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/15/10</u> DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – Parks (123-008)

DATE: 01/07/10

CURRENT POSITION TITLE: Maintenance I

CURRENT SLOT #: 0009

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:    \$ 28,000.00    \$ 0.00    \$ (28,000.00)  
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 \_\_\_\_\_

### 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  
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     Exempt   
Non-Exempt     Non-Exempt   
N/A

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

TRANSFERRING POSITION FROM PARKS TO SANITATION DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN THE LANDFILL AND COLLECTION STATIONS.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|--|--------------------------|-----------------------------------|------------------------------|-----------------------------|
| 1. | <u><i>R. M. E. Lewis</i></u><br>DEPARTMENT HEAD                    | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Kathleen A. Castro/px</i></u><br>HUMAN RESOURCES DIRECTOR    | <u>01.15.10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>Mike D. Arreola</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>1/15/10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                       | DATE                     |                                   |                              |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – Sanitation (123-001)

DATE: 01/07/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0032

REQUESTED POSITION TITLE: Maintenance I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Transfer-in employee (from Parks)

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 28,000.00    Proposed Budgeted Salary    \$ 28,000.00    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other Funding of position pending interfund transfer from Parks (123-008).

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

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

TRANSFERRING POSITION FROM PARKS TO SANITATION DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN THE LANDFILL AND COLLECTION STATIONS.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|--------------------------|-----------------------------------|--|
| 1. | <u>Car. m. Fleus</u><br>DEPARTMENT HEAD                   | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / psc</u><br>HUMAN RESOURCES DIRECTOR | <u>01.15.10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>Jim D. Strawn</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>1/15/10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                              | DATE                     |                                   |  |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – P/U Rd (123-005)

DATE: 01/07/10

CURRENT POSITION TITLE: Heavy Equipment Operator III

CURRENT SLOT. #: 0021

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:    \$ 28,000.00    \$ 0.00    \$ (28,000.00)  
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 \_\_\_\_\_

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

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

TRANSFERRING POSITION FROM R&B TO SANITATION DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN THE LANDFILL AND  
COLLECTION STATIONS.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|---|-----------------------------------|--|
| 1. | <u><i>R. M. Flores</i></u><br><small>DEPARTMENT HEAD</small>                          | <u>1-14-2010</u><br><small>DATE</small> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez / JRC</i></u><br><small>HUMAN RESOURCES DIRECTOR</small>       | <u>01.15.10</u><br><small>DATE</small>  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>Mike D. Trevino</i></u><br><small>DEPARTMENT OF BUDGET &amp; MANAGEMENT</small> | <u>1/15/10</u><br><small>DATE</small>   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE                                    |                                   |  |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – Sanitation (123-001)

DATE: 01/07/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0033

REQUESTED POSITION TITLE: Heavy Equipment Operator III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Transfer-in employee (from R&B)

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 28,000.00    Proposed Budgeted Salary    \$ 28,000.00    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other Funding of position pending interfund transfer from R&B (123-005).

**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  
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        Exempt      
Non-Exempt        Non-Exempt      
N/A   

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

TRANSFERRING POSITION FROM R&B TO SANITATION DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN THE LANDFILL AND COLLECTION STATIONS.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|---|-----------------------------------|--|
| 1. | <u><i>P. M. Flores</i></u><br><small>DEPARTMENT HEAD</small>                          | <u>1-14-2010</u><br><small>DATE</small> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez/pe</i></u><br><small>HUMAN RESOURCES DIRECTOR</small>          | <u>01-15-10</u><br><small>DATE</small>  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>Anna R. Ramirez</i></u><br><small>DEPARTMENT OF BUDGET &amp; MANAGEMENT</small> | <u>1/15/10</u><br><small>DATE</small>   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE                                    |                                   |  |



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – Sanitation (123-001)

DATE: 01/07/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0034

REQUESTED POSITION TITLE: Maintenance II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Transfer-in employee (from R&B)

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 28,000.00    Proposed Budgeted Salary    \$ 28,000.00    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other Funding of position pending interfund transfer from R&B (123-005).

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

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

TRANSFERRING POSITION FROM R&B TO SANITATION DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN THE LANDFILL AND COLLECTION STATIONS.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|--------------------------|-----------------------------------|------------------------------|-----------------------------|
| 1. | <u>Pat. M. Flores</u><br>DEPARTMENT HEAD                | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u><br>HUMAN RESOURCES DIRECTOR          | <u>DATE</u>              | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>1/15/10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                            | DATE                     |                                   |                              |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 - Sanitation (123-001)

DATE: 01/07/10

CURRENT POSITION TITLE: Heavy Equipment Operator III

CURRENT SLOT. #: 0003

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:    \$ 28,000.00    \$ 0.00    \$ (28,000.00)  
    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 \_\_\_\_\_

**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  
   
 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.)
<b>CIVIL SERVICE:</b>				
Exempt	<input type="checkbox"/>	<b>FLSA:</b>	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)

TRANSFERRING POSITION FROM SANITATION TO R&B DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN ROAD REPAIRS AND MAINTENANCE.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|--|---|-----------------------------------|--|
| 1. | <i>Rae M. Elous</i><br><small>DEPARTMENT HEAD</small>                        | <i>1-14-2010</i><br><small>DATE</small> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <i>Kathleen A. Cortez/pp</i><br><small>HUMAN RESOURCES DIRECTOR</small>      | <i>01-15-10</i><br><small>DATE</small>  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>Indira Sharma</i><br><small>DEPARTMENT OF BUDGET &amp; MANAGEMENT</small> | <i>1/15/10</i><br><small>DATE</small>   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | <small>COMMISSIONERS COURT APPROVAL</small>                                  | <small>DATE</small>                     |                                   |  |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – P/U Rd (123-005)

DATE: 01/07/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0074

REQUESTED POSITION TITLE: Heavy Equipment Operator III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Transfer-in employee (from Sanitation)

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 28,000.00    Proposed Budgeted Salary    \$ 28,000.00    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other Funding of position pending interfund transfer from Sanitation (123-001).

**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:	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)

TRANSFERRING POSITION FROM SANITATION TO R&B DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN ROAD REPAIRS AND MAINTENANCE.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|--------------------------|-----------------------------------|--|
| 1. | <u><i>Ron. m. Flores</i></u><br>DEPARTMENT HEAD                 | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>Estherd. Cortez / gje</i></u><br>HUMAN RESOURCES DIRECTOR | <u>01-15-10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT  | <u>1/15/10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                    | DATE                     | _____                             | _____  |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 - Sanitation (123-001)

DATE: 01/07/10

CURRENT POSITION TITLE: Heavy Equipment Operator III

CURRENT SLOT. #: 0010

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:    \$ 33,600.00    \$ 0.00    \$ (33,600.00)  
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 \_\_\_\_\_

### 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"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

TRANSFERRING POSITION FROM SANITATION TO R&B DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN ROAD REPAIRS AND MAINTENANCE.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|--|--------------------------|-----------------------------------|------------------------------|-----------------------------|
| 1. | <u><i>Car. M. Flores</i></u><br>DEPARTMENT HEAD                  | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez / etc</i></u><br>HUMAN RESOURCES DIRECTOR | <u>01.15.10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>MD D</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT          | <u>1/15/10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                     | DATE                     |                                   |                              |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – P/U Rd (123-005)

DATE: 01/07/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0075

REQUESTED POSITION TITLE: Heavy Equipment Operator III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Transfer-in employee (from Sanitation)

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 33,600.00    Proposed Budgeted Salary    \$ 33,600.00    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other Funding of position pending interfund transfer from Sanitation (123-001).

**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:		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)

TRANSFERRING POSITION FROM SANITATION TO R&B DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN ROAD REPAIRS AND MAINTENANCE.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|--|--------------------------|-----------------------------------|--|
| 1. | <u><i>Pae. m. E. Lewis</i></u><br>DEPARTMENT HEAD                | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>Kathleen A. Costen/af</i></u><br>HUMAN RESOURCES DIRECTOR  | <u>01.15.10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>Ma R. Ramirez</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>1/15/10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                     | DATE                     |                                   |  |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – P/U Rd (123-005)

DATE: 01/07/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0076

REQUESTED POSITION TITLE: Truck Driver III

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other Transfer-in employee (from Sanitation)

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

### POSITION SALARY REQUEST:

Salary Amount:    \$ 0.00    \$ 28,000.00    \$ 28,000.00  
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 Funding of position pending interfund transfer from Sanitation (123-001).

### 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  
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     Exempt   
Non-Exempt     Non-Exempt   
N/A

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

TRANSFERRING POSITION FROM SANITATION TO R&B DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN ROAD REPAIRS AND MAINTENANCE.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|--|--------------------------|-----------------------------------|--|
| 1. | <u><i>Pe. M. E. Lou</i></u><br>DEPARTMENT HEAD                   | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>Kathleen A. Cortez/mpe</i></u><br>HUMAN RESOURCES DIRECTOR | <u>01-15-10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>M. R. Dranni</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT  | <u>1/15/10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input 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.

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|--------------------------|-----------------------------------|------------------------------|-----------------------------|
| 1. | <u><i>R. M. Elam</i></u><br>DEPARTMENT HEAD                         | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Kathleen A. Cordery</i></u><br>HUMAN RESOURCES DIRECTOR       | <u>01-15-10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>Michael J. Adams</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>1/15/10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE                     |                                   |                              |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 - Sanitation (123-001)

DATE: 01/07/10

CURRENT POSITION TITLE: Truck Driver III

CURRENT SLOT. #: 0022

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:    \$ 28,000.00    \$ 0.00    \$ (28,000.00)  
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 \_\_\_\_\_

### 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

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

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

TRANSFERRING POSITION FROM SANITATION TO R&B DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN ROAD REPAIRS AND MAINTENANCE.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|--|--------------------------|-----------------------------------|--|
| 1. | <u><i>Rose M. Flores</i></u><br>DEPARTMENT HEAD                  | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>Katherine A. Cortez</i></u><br>HUMAN RESOURCES DIRECTOR    | <u>01-15-10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>Mike R. Brown</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>1-15-10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                     | DATE                     | _____                             | _____  |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – P/U Rd (123-005)

DATE: 01/07/10

CURRENT POSITION TITLE: Heavy Equipment Operator III

CURRENT SLOT. #: 0028

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:    \$ 28,000.00    \$ 0.00    \$ (28,000.00)  
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 \_\_\_\_\_

**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  
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     Exempt   
Non-Exempt     Non-Exempt   
N/A

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

TRANSFERRING POSITION FROM R&B TO PARKS DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN PARK REPAIRS AND MAINTENANCE.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|--------------------------|-----------------------------------|------------------------------|-----------------------------|
| 1. | <u><i>Car. m. E. Lane</i></u><br>DEPARTMENT HEAD                      | <u>1-14-2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez Lopez</i></u><br>HUMAN RESOURCES DIRECTOR      | <u>01-15-10</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>Lincoln R. Trevino</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>1-15-10</u><br>DATE   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE                     |                                   |                              |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 – Park (123-008)

DATE: 01/07/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0017

REQUESTED POSITION TITLE: Heavy Equipment Operator III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Transfer-in employee (from R&B)

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 28,000.00    Proposed Budgeted Salary    \$ 28,000.00    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other Funding of position pending interfund transfer from R&B (123-005).

**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  
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     Exempt   
Non-Exempt     Non-Exempt   
N/A

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

TRANSFERRING POSITION FROM R&B TO PARKS DEPT. DUE TO INCREASE IN NEEDS AND RESPONSIBILITIES IN PARK REPAIRS AND MAINTENANCE.

**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

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|----|--|---|-----------------------------------|--|
| 1. | <i>Greg M. Jones</i><br><small>DEPARTMENT HEAD</small>                     | <i>1-14-2010</i><br><small>DATE</small> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <i>Esther A. Cortez-Jope</i><br><small>HUMAN RESOURCES DIRECTOR</small>    | <i>01-15-10</i><br><small>DATE</small>  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>MA R. Brown</i><br><small>DEPARTMENT OF BUDGET &amp; MANAGEMENT</small> | <i>1/15/10</i><br><small>DATE</small>   | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE                                    |                                   |  |