



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 005  
Precinct #1 / Road and Bridge (121-001)

DATE:  
1/11/2010

CURRENT POSITION TITLE:

CURRENT SLOT. #:  
T- 088

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

CONTRACTS MANAGER

### 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    \$ 44,000.00    \$ 44,000.00  
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

21.16

Full Time Temporary Object 121     Part Time Temporary Object 122

Enter hourly rate for temp. positions  
 $\$ 21.16 \times 2080 \text{ hrs.} = 44,000.00$   
Hourly Rate \* 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

1/19/2010    6/19/2010    8:00 A.M - 4:00 P.M.    40 HRS    6 MONTHS  
Start Date    End Date    Working Days & Hours    Hours Per Week    (NOT TO EXCEED 7 / 19/2010)  
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 VACANCY IS CAUSING A BURDEN OR DEPARTMENT WORKLOAD. THE PERSON CURRENTLY EMPLOYED IN THIS POSITION IS OUT ON FMLA.

*ACP.*

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

THIS POSITION INVOLVES THE EMPLOYEE TO ASSIST THE PRECINCT BUDGET DEPARTMENT WITH MONITORING CONTRACTS PERFORMANCE BY EXAMINING BILLING, FISCAL DATA, AND COMPLIANCE WITH TREMS OF CONTRACT, ALSO IN RESOLVING AUDIT EXPECTATIONS BY DEFINING CAUSES OF ERRORS AND RECOMENDING APPROPRIATE DISPOSITIONS.

**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)

CURRENTLY, THE PERMANENT EMPLOYEE IS OUT ILL, THE TEMPORARY EMPLOYEE WILL FILL THE POSITION UNTIL THE PERMANENT EMPLOYEE RETURNS TO WORK.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u><i>Josue Decho</i></u> DEPARTMENT HEAD	<u>1/14/2010</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Esther A. Cortez / gca</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>Renee Wiley</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/15/2010</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			