



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Constable Pct. 4 (294-001)

DATE: 01/28/10

CURRENT POSITION TITLE: Chief Security/ Chief Deputy Constable Step III

CURRENT SLOT. #: 0015

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:    \$ 49,255.00    \$ 0.00    \$ (49,255.00)  
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 checked="" type="checkbox"/> | FLSA: Exempt         | <input checked="" type="checkbox"/> |                                    |
| Non-Exempt     | <input type="checkbox"/>            | Non-Exempt           | <input type="checkbox"/>            |                                    |
| N/A            | <input type="checkbox"/>            |                      |                                     |                                    |

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

DEPARTMENT WAS ABSORBED BY CONSTABLE PCT. 4 WHICH ALREADY HAS A CHIEF DEPUTY POSITION AS A RESULT THE POSITION WAS DEEMED UNNECESSARY.



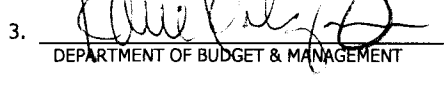
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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>1/28/10</u>   | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. |  | <u>1/29/2010</u> | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  | <u>1/29/2010</u> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                                       | DATE             |                                   |                                         |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Constable Pct. 4 – Courthouse Parking Lot Security  
(294-007)

DATE: 01/28/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0017

REQUESTED POSITION TITLE: Deputy Constable

**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    \$ 36,480.00    Proposed Budgeted Salary    \$ 36,480.00    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           | <input checked="" type="checkbox"/> |                                    |
| N/A            | <input type="checkbox"/>            |                      |                                     |                                    |

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

POSITION INTENDED TO AUGMENT THE SECURITY DIVISION OF CONSTABLE PCT. 4 ADDITIONAL PERSONNEL WILL BE IN LIEU OF DELETED CHIEF DEPUTY POSITION.

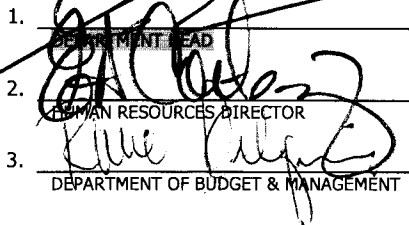
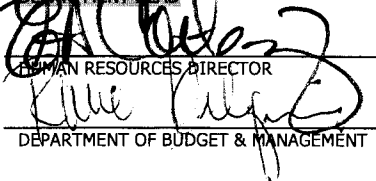
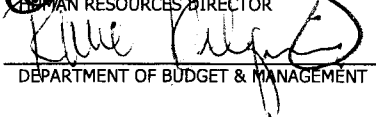
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. |   | DATE | 1/28/10   | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. |  | DATE | 1/29/2010 | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  | DATE | 1/29/2010 | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                                        | DATE |           |                                   |                                         |                             |