



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Facilities Management (220-001)

DATE: 02/03/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0104

REQUESTED POSITION TITLE: Custodian I

**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    \$ 22,360.00    Proposed Budgeted Salary    \$ 22,360.00    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other Co. Wide Contingency (0-1100-415-00-115-002-0-899)

**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:	<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)

THIS POSITION IS REQUIRED AS PART OF THE FACILITIES MANAGEMENT ORGANIZATIONAL REALIGNMENT, APPROVED BY COMMISSIONERS' COURT ON SEPTEMBER 1, 2009.

