



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

**SEE JOB DESCRIPTION ATTACHED**

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

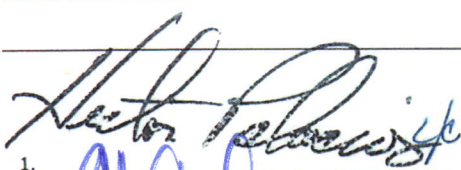
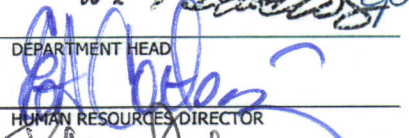
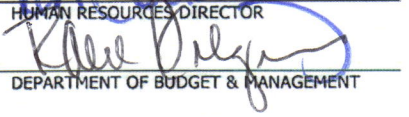
**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

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

**MUST HAVE A VALID TEXAS DRIVERS LICENSE & MUST BE 18 YEARS OR OLDER**

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		<u>03/10/2010</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>3/15/2010</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>3/11/2010</u>	BUDGET PROCEDURES COMPLETED	<input checked="" 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:

Hidalgo County Precinct 2 / #122  
CURRENT POSITION TITLE:

N/A

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)  
**Attendant (2 Positions)**

DATE:

03/10/2010

CURRENT SLOT. #:

122/008-T026

122/008-T027

**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      <sup>8,996.00</sup> \$ 8.65/Hr.      <sup>17,992.00</sup> \$ 17,992.00  
Current Budgeted Salary      Proposed Budgeted Salary      Net Change

~~\$ 17,992/yr X 2 positions = \$35,984/yr.~~

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds

Other Fund Balance (Est. Actual expense base on 36 hrs/wk for approximate 10 wks @ \$8.65/hr X 2 Positions = \$6,228.00 for salaries)

**POSITION Type:**

Full Time Employee       Part Time Employee       \$8.65/hr  
 Object 113      Object 114

Full Time Temporary       Part Time Temporary       \$ 8.65 x 2080 hrs = \$17,992.00 Annually  
 Object 121      Object 122      Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

06/07/2010      08/15/2010      1:00pm - 7:00pm      36      10 weeks  
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

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

Attendant is needed to take account of all daily attendance receipts of the pool, and will be doing light clerical duties like filling out reports, making deposits on a daily basis & dropping off reports to main Pct. office.

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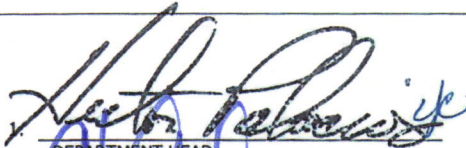

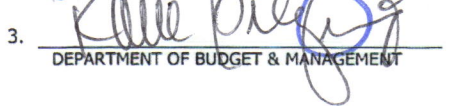
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