



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CONSTABLE PRECINCT 4 (294)

DATE: 03-30-2010

CURRENT POSITION TITLE:

CURRENT SLOT #: 18

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I  
(For new positions or reclassifications)

**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- Current Budgeted Salary      \$ 22,216.00 Proposed Budgeted Salary      \$ 22,216.00 Net Change

*Grade 4 Step 0*

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 type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>	<i>PC</i>		

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

THE POSITION IS BEING CREATED TO ALLEVIATE THE ADDITIONAL BURDEN THAT HAS BEEN ASSUMED BY THE DEPARTMENT AFTER THE CONSOLIDATION OF THE PARKING LOT SECURITY BUDGET INTO THE CONSTABLE PRECINCT 4 BUDGET. ADDITIONALLY THE DEPARTMENT HAS 30 TOTAL EMPLOYEES (1/2 BEING FULL-TIME) CREATING AN ADDITIONAL BURDEN AS WELL AS THE LARGEST WORK LOAD OF ALL CONSTABLES OFFICES WITHIN HIDALGO COUNTY.

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

SEE ATTACHED

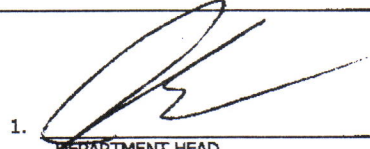

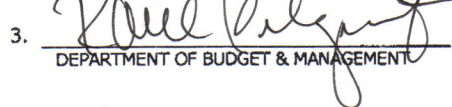
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

Funding available from deleted position (chief deputy)  
Ref: AI 19681 / CC 02/02/10

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		03-30-2010	FUNDING AVAILABLE IN DEPT, BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		04-09-10	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		4/08/2010	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			