



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Colonia Access Program (115-042)

DATE: 04/06/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0003

REQUESTED POSITION TITLE: Colonia Access Program Coordinator

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

**POSITION SALARY REQUEST:**

ONE (1)	N/A	GRADE 9 & STEP 6	\$	\$40,677.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other PCT. 1 BCAP FUNDS

**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.)
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<b>CIVIL SERVICE:</b>		<b>FLSA:</b>	
Exempt	<input type="checkbox"/>	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)

This position is essential for the management, oversight and monitoring of BCAP projects within the Precinct and County Wide. The coordinator will be Liaison between the Colonia residents and the contractor. The position will track daily activities at the construction site as well as keeping records on County force account projects. The coordinator will report all activities and keep financial expenditures for the CAP Director.

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




PLEASE SEE ATTACHED 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.	 DEPARTMENT HEAD	9/6/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	04-12-10 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/9/10 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			