



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDALGO COUNTY CLERK'S OFFICE

DATE: 04/12/2010

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0002

REQUESTED POSITION TITLE: Records Management Specialist
(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: \$ _____ \$ 40,000.00 \$ 40,000.00
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 County Clerk's Records Management 1237-415-40-180-003-0

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
\$ 19.23 / HR \$40,000.00 / YR
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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

AS THE COUNTY'S RECORDS MANAGEMENT DEPARTMENT - THE COUNTY CLERK'S OFFICE IS INITIATING A RECYCLING PROGRAM. THIS PROGRAM WILL ASSIST ALL DEPARTMENTS WISHING TO PARTICIPATE IN THE DESTRUCTION OF RECORDS AS PER THE TEXAS STATE LIBRARY & ARCHIVES COMMISSION. THE INDIVIDUAL IN THIS POSITION WILL MEET WITH ALL DEPARTMENTS AND COORDINATE THE PROCESS AS SET FORTH BY THE COUNTY CLERK'S OFFICE

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

ASSIST THE RECORDS MANAGER WITH THE RECORDS MANAGEMENT PROGRAM - SEE ATTACHED DESCRIPTION


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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

<p>1.  DEPARTMENT HEAD</p>	<p>4/12/10 DATE</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>2. _____ HUMAN RESOURCES DIRECTOR</p>	<p>_____ DATE</p>	<p>PERSONNEL PROCEDURES COMPLETED</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>3. _____ DEPARTMENT OF BUDGET & MANAGEMENT</p>	<p>_____ DATE</p>	<p>BUDGET PROCEDURES COMPLETED</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>4. _____ COMMISSIONERS COURT APPROVAL</p>	<p>_____ DATE</p>	<p>_____</p>	<p>_____</p>