



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DBM - Budget Division

DATE: 05/14/10

CURRENT POSITION TITLE: Economic Development Planner I

CURRENT SLOT #: 0019

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETION OF POSITION

POSITION SALARY REQUEST:

ONE (1) G14 S5 n/a \$ (57,876.00)
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 _____

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122

\$

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 FLSA: Exempt

Non-Exempt Non-Exempt

N/A

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

To Replace Budget Analyst position Transferred To Elections.

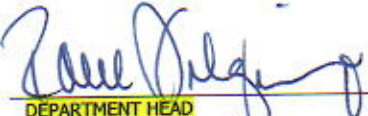


NEW POSITION: Brief job description and attach a copy of the new job description.

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 | <u>5/14/2010</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>05-18-10</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>5/14/2010</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|-----------------------------------------------------------|--------------------------|-----------------------------------|---------------------------------------------------------------------|
| 1. | <u>Rene Delys</u>
DEPARTMENT HEAD | <u>5/14/2010</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / age</u>
HUMAN RESOURCES DIRECTOR | <u>05.18.10</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>Rene Delys</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>5/14/2010</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |