



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: District Clerk Record Management (090-008)

DATE: 06/25/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: T001

REQUESTED POSITION TITLE: Assistant Deputy Clerk (Temporary)

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 Current Budgeted Salary \$ 22,290.00 Proposed Budgeted Salary \$ 22,290.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 1235 FUND BALANCE

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 \$ 10.72

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 10.72 * 2,080 hrs. per year = 22,290.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

07/01/201
Start Date

12/31/2010
End Date

Mon - Fri / 8am-5pm
Working Days & Hours

40
Hours Per Week

**Not to exceed 6 months and/or
12/31/2010**
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)

PLEASE SEE ATTACHMENT

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. <u><i>Laura O'Leary</i></u> DEPARTMENT HEAD DATE <u>6/25/10</u>	2. <u><i>[Signature]</i></u> HUMAN RESOURCES DIRECTOR DATE <u>6/28/2010</u>	3. <u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT DATE <u>6/25/2010</u>	4. COMMISSIONERS COURT APPROVAL DATE _____	FUNDING AVAILABLE IN DEPT. BUDGET PERSONNEL PROCEDURES COMPLETED BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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