



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Urban County Program (250)

DATE: 7/27/10

CURRENT POSITION TITLE:

CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: Compliance Division Manager II
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Deletion of Position

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 60,521.00 ^{Grade 15} _{Step 4}
 Proposed Budgeted Salary: N/A -0-
 Net Change: 60,521.00 ^(60,521.00)

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 type="checkbox"/> FLSA: Exempt <input checked="" type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> <i>rc</i> N/A <input type="checkbox"/>				

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

This action is necessary in order to create two (2) regular full-time positions and one (1) temporary part-time position, due to the new grants awarded to the County.

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. | <i>Mark R. Fine</i> | 7/27/10 | | | |
| | DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | | | | |
| | | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <i>Phil DeLeon</i> | 7/30/10 | | | |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | | | | |
| | | DATE | | | |

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

In file

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

N/A

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

Funds for proposed positions and related fringe benefits will be funded through the Urban County Program - CDBG Funds.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|---------------------------------------------------------|-----------------|-----------------------------------|---------------------------------------------------------------------|
| 1. | <i>Alicia P. Skene</i>
DEPARTMENT HEAD | 7/27/10
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <i>[Signature]</i>
HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i>
DEPARTMENT OF BUDGET & MANAGEMENT | 7/30/10
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

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

In file

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

N/A

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

Funds for proposed positions and related fringe benefits will be funded through the Urban County Program - CDBG Funds.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Marie R. Allen</u> DEPARTMENT HEAD	<u>7/27/10</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>7/30/10</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/30/10</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

Personnel Adjustment Request Form

Revised

DEPARTMENT NAME/NUMBER: 260

DATE: 7/29/10

CURRENT POSITION TITLE:

CURRENT SLOT #: 0025-

TO25

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

(Temporary Part-time)

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
 \$ G1 S8
 Proposed Budgeted Salary
 \$ G1 S8
 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
 \$8.48
 Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122
 \$ 17,636.00
 Hourly Rate * 2,080 hrs. per year = Annual Salary

(Promotional Step 0)

TEMPORARY POSITIONS:

Unknown Start Date	Unknown End Date	Flexible Working Days & Hours	20 Hours Per Week	Not to exceed 6 months Duration (2 weeks, 3 months, etc.)
-----------------------	---------------------	----------------------------------	----------------------	--------------------------------------------------------------

CIVIL SERVICE:

Exempt	<input checked="" type="checkbox"/>	FLSA; Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>

MFA PC

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

To provide an opportunity to students to various mixtures of formal training developmental on-the-job assignments, research assignments, workshops and seminars, and mentorships that will develop the skills needed for professional success and growth.

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

In file

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

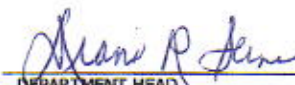

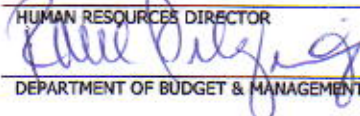
N/A

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

The position will be funded through the Urban County Program - CDBG funds

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | | |
|----|-------------------------------------------------------------------------------------|---------|-----------------------------------|-----------------------------------------|-----------------------------|--|
| 1. |  | 7/29/10 | | | | |
| | DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 2. |  | | | | | |
| | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 3. |  | 7/30/10 | | | | |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 4. | | | | | | |
| | COMMISSIONERS COURT APPROVAL | DATE | | | | |

