



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Executive Office (125-001)

DATE: 09/24/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0005

REQUESTED POSITION TITLE: Environmental Compliance *Coordinator*

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 \$ 76,331.00 Proposed Budgeted Salary \$ 76,331.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 0-1100-415-00-115-002-0-899

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: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

REQUESTING OF POSITION FOR COMPLIANCE OF MS4 PROJECT & MONITORING IN CONJUNCTION WITH TCEQ.

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

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| 1. | <u>DEPARTMENT HEAD</u> | <u>9/24/10</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>HUMAN RESOURCES DIRECTOR</u> | <u>DATE</u> | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>DEPARTMENT OF BUDGET & MANAGEMENT</u> | <u>9/27/2010</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | <u>COMMISSIONERS COURT APPROVAL</u> | <u>DATE</u> | | | |