



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 4 P/U RD (124-007)

DATE: 11/18/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0061

REQUESTED POSITION TITLE: Director of Road and Bridge

### 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    \$ 65,000.00    \$ 65,000.00  
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 Rd Adm. Funds ( 0-1200-431-00-115-041-0-899 )

### POSITION Type:

Full Time Employee     Part Time Employee   
Object 113    Object 114    \_\_\_\_\_  
Full Time Temporary     Part Time Temporary     \$ \_\_\_\_\_  
Object 121    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.)
<b>CIVIL SERVICE:</b>				
Exempt	<input checked="" type="checkbox"/>	<b>FLSA:</b>		<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>	Non-Exempt	<input type="checkbox"/>	

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

To assist/facilitate smooth transition between outgoing and incoming administration.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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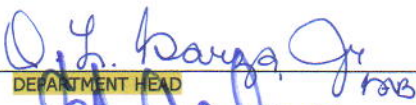
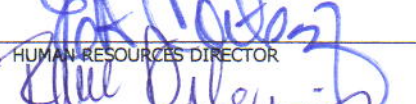
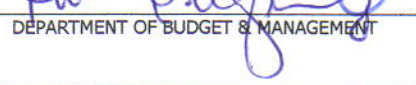
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	11/19/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11/19/2010 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/19/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			