



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

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1.	<u>Joseph Palacios</u> DEPARTMENT HEAD	<u>1/07/2011</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>01-10-11</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/10/2011</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



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3.	<u>Kelli Pulgarin</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/10/2011</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 4 R&B (124- 007)

DATE: 01/07/2011

CURRENT POSITION TITLE: FIELD OPERATIONS DIRECTOR II

CURRENT SLOT. #: 0062

REQUESTED POSITION TITLE: FIELD OPERATIONS DIRECTOR II

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other ADD SUPPLEMENTAL PAY

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

### POSITION SALARY REQUEST:

Supplemental Amount:	\$	<u>0.00</u>	\$	<u>8,723.00</u>	\$	<u>8,723.00</u>
		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 \_\_\_\_\_

### POSITION Type:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$ _____
				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.)
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CIVIL SERVICE:	FLSA:
Exempt <input checked="" type="checkbox"/>	Exempt <input checked="" type="checkbox"/>
Non-Exempt <input type="checkbox"/>	Non-Exempt <input type="checkbox"/>
N/A <input type="checkbox"/>	

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

Request is due to additional duties required to provide service in areas currently performed by other employees.

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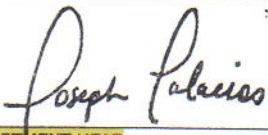
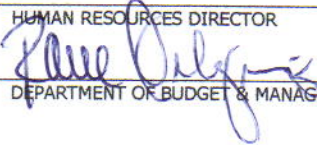
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