



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: County Treasurer (150-001)

DATE: 01/21/11

CURRENT POSITION TITLE: Payroll Clerk II

CURRENT SLOT. #: 0010

REQUESTED POSITION TITLE: Payroll Clerk II

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other Change Part-Time to Full-Time

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

### POSITION SALARY REQUEST:

Salary Amount:	\$	<u>34,613.00</u>	\$	<u>34,613.00</u>	\$	<u>0.00</u>
		Grade 7, Step 6		Grade 7, Step 6		Net Change
		Current Budgeted Salary		Proposed Budgeted Salary		

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"/>	_____
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$ _____
				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:	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	

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

DUE TO INCREASE WORK LOAD IN COUNTY TREASURER PAYROLL DIVISION

**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>Norma G. Garcia</u><br>DEPARTMENT HEAD                  | <u>01/21/11</u><br>DATE  | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez</u><br>HUMAN RESOURCES DIRECTOR        | <u>1/24/2011</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Chelle Delgado</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>1/21/2011</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                               | DATE                     |                                   |   |                             |