



HIDALGO COUNTY

Personnel Adjustment Request Form

Revised 3/1/11

DEPARTMENT NAME/NUMBER: **FROM ROAD ADM TO R&B PLANNING (1200)**

DATE: 02/24/11

CURRENT POSITION TITLE: **PLANNING ADMINISTRATOR**

CURRENT SLOT. #:
003 (125-030 - OLD)
001 (210-002 - NEW)

REQUESTED POSITION TITLE: **PLANNING ADMINISTRATOR**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other TRANSFER OF SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

ROAD ADM:

Supplement Pay Amount: \$ 53,408.00 Current Supplemental Pay \$ 0.00 Proposed Supplemental Pay \$ (53,408.00) Net Change

PLANNING (1200):

Supplemental Pay Amount: \$ 0.00 Current Supplemental Pay \$ 53,408.00 Proposed Supplemental Pay \$ 53,408.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other TRANSFER FUNDS FROM ROAD ADM TO R&B PLANNING (FUND 1200)

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
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 checked="" type="checkbox"/>	FLSA: 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)

To properly allocate & Classify salary & related expenditures.


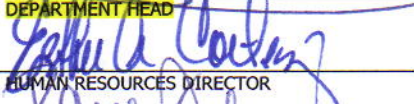

NEW POSITION: Brief job description and attach a copy of the new job description.

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.		2/24/11	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		2/25/2011	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		2/24/2011	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **FROM ROAD ADM TO EXECUTIVE OFFICE**

DATE: 02/24/11

CURRENT POSITION TITLE: COMMISSIONERS' COURT ADMINISTRATOR

CURRENT SLOT. #:
002 (125-030 - OLD)
010 (125-001 - NEW)

REQUESTED POSITION TITLE: COMMISSIONERS' COURT ADMINISTRATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other TRANSFER OF POSITION

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

POSITION SALARY REQUEST:

ROAD ADM:		63,010.00			
Salary Amount:	\$	<u>(Grade 16 Step 3)</u>	\$	<u>0.00</u>	\$ <u>(63,010.00)</u>
		Current Budgeted Salary		Proposed Budgeted Salary	Net Change

EXECUTIVE OFFICE:		0.00		63,010.00	
Salary Amount:	\$	<u>0.00</u>	\$	<u>63,010.00</u>	\$ <u>63,010.00</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 TRANSFER FUNDS FROM ROAD ADM TO EXECUTIVE OFFICE

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.)
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CIVIL SERVICE:		FLSA:	
Exempt	<input type="checkbox"/>	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input type="checkbox"/>
N/A	<input type="checkbox"/>		

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

To properly allocate & classify salary & related expenditures.


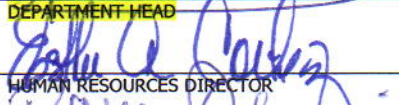

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POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	2/24/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	2/25/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	2/24/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

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

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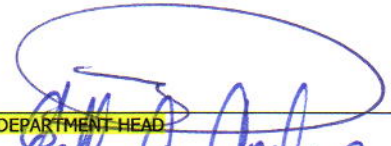


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3.	 DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			