



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 P/U RD

DATE: 3/18/11

CURRENT POSITION TITLE: Human Resources Specialist

CURRENT SLOT. #: 0012

REQUESTED POSITION TITLE: N/A

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other DELETION OF POSITION

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

### POSITION SALARY REQUEST:

Salary Amount:    \$ 34,234.00    \$ 0.00    \$ (34,234.00)  
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 \_\_\_\_\_

### 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 type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

*Requirement: Graduation from an accredited four year College or University.*

**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>Mr. Monahan</u><br>DEPARTMENT HEAD                         | <u>3-17-2011</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <u>E. Cortez by Patricia Resi</u><br>HUMAN RESOURCES DIRECTOR | <u>03-21-11</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <u>Will Ortega</u><br>DEPARTMENT OF BUDGET & MANAGEMENT       | <u>3/18/2011</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                  | DATE                     |                                   |   |                             |



**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><i>De Montal</i></u><br>DEPARTMENT HEAD                        | <u>March 17-2011</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <u><i>Electora by Sylvia Ruiz</i></u><br>HUMAN RESOURCES DIRECTOR | <u>02.21.11</u><br>DATE      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <u><i>Edel Delgado</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT   | <u>3/18/2011</u><br>DATE     | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                      | DATE                         |                                   |   |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 3 P/U RD

DATE: 3/18/11

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0077

REQUESTED POSITION TITLE: Human Resources Coordinator II

**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    \$ 42,000.00    Proposed Budgeted Salary    \$ 42,000.00    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     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.)
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CIVIL SERVICE:	FLSA:		
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>		
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>		
N/A <input type="checkbox"/>			

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

*Requirement: Graduation from an accredited four-year college or university.*

**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><i>[Signature]</i></u><br>DEPARTMENT HEAD                      | <u>March 17 2011</u><br>DATE | FUNDING AVAILABLE IN DEPT, BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <u><i>E. Cortez by Sylvia Rio</i></u><br>HUMAN RESOURCES DIRECTOR | <u>03-21-11</u><br>DATE      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT    | _____<br>DATE                | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                      | _____<br>DATE                | _____                             | _____                                   | _____                       |