



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


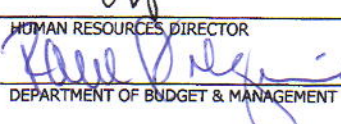
See attached

**POSITION RECLASIFICATION:** 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.		03/23/2011	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR				
3.		3/24/2011	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: Hidalgo County Pct 4 - DIP

DATE: 03/23/11

124

CURRENT POSITION TITLE: Assistant Director of Construction

CURRENT SLOT. #: 0002

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position    
  Temporary Position    
  Position Reclassification\*    
  Other Delete Position

**POSITION SALARY REQUEST:**

<u>ONE (1)</u>	<u>\$47,250.00</u>	<u>\$0</u>	<u>\$</u>	<u>(\$47,250.00)</u>
NO. OF POSITIONS	CURRENT BUDGETED SALARY	PROPOSED SALARY (GRADE & STEP)		NET CHANGE

Position to be funded from one of the following:

Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds  
  
 Other N/A

**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.)
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)

Department no longer requires this position.

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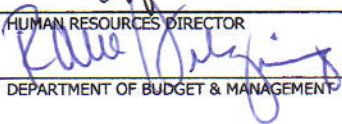
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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2.	 HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	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: Hidalgo County Pct 4 - DIP

DATE: 03/23/11

124

CURRENT POSITION TITLE: Engineering Technician II

CURRENT SLOT. #: 0024

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position    
  Temporary Position    
  Position Reclassification\*    
  Other Delete Poistion

**POSITION SALARY REQUEST:**

<u>ONE (1)</u>	<u>\$39,083.00</u>	<u>\$0</u>	<u>\$</u>	<u>(\$39,083.00)</u>
NO. OF POSITIONS	CURRENT BUDGETED SALARY	PROPOSED SALARY (GRADE & STEP)		NET CHANGE

Position to be funded from one of the following:

Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds  
  
 Other N/A

**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.)
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)

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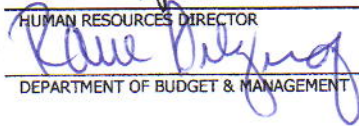
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