



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **HIDALGO COUNTY SHERIFF'S OFFICE (280-001)** DATE: **04/06/2011**

CURRENT POSITION TITLE: **SENIOR CRIME ANALYST**

CURRENT SLOT #: **0017**

REQUESTED POSITION TITLE: **N/A**  
(For new positions or reclassifications)

**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:	\$ <u>50,487.00</u> <b>(GRADE 14, STEP 1)</b> Current Budgeted Salary	\$ <u>0.0</u> Proposed Budgeted Salary	\$ <u>(50,487.0)</u> Net Change
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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<br>Object 113  | <input checked="" type="checkbox"/> | Part Time Employee<br>Object 114  | <input type="checkbox"/> | _____  |
|                                   |                                     |                                   |                          | Enter hourly rate for temp. positions            |
| Full Time Temporary<br>Object 121 | <input type="checkbox"/>            | Part Time Temporary<br>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:**

- Exempt   
 Non-Exempt   
 N/A

**FLSA:**

- Exempt   
 Non- Exempt

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

POSITION HAS BEEN VACANT SINCE THE START OF THE YEAR. THE HIDALGO COUNTY SHERIFF'S OFFICE DEEMS IT MORE IMPORTANT TO CREATE TWO OTHER POSITIONS THAT ARE ESSENTIAL IN THE ADMINISTRATION REOGRANZATION

**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

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\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_

1. [Signature]  
DEPARTMENT HEAD

4-6-11  
DATE

FUNDING AVAILABLE IN DEPT. BUDGET  YES  NO

2. [Signature]  
HUMAN RESOURCES DIRECTOR

4/13/2011  
DATE

PERSONNEL PROCEDURES COMPLETED  YES  NO

3. [Signature]  
DEPARTMENT OF BUDGET & MANAGEMENT

4/13/2011  
DATE

BUDGET PROCEDURES COMPLETED  YES  NO

4. \_\_\_\_\_  
COMMISSIONERS COURT APPROVAL

\_\_\_\_\_  
DATE



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **HIDALGO COUNTY SHERIFF'S OFFICE-JAIL(280-002)** DATE: **04/06/2011**

CURRENT POSITION TITLE: **COMMUNITY SERVICE SPECIALIST**

CURRENT SLOT #: **0399**

REQUESTED POSITION TITLE: **N/A**  
(For new positions or reclassifications)

**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:	\$ <u>30,489.00</u> (GRADE 7, STEP 2) Current Budgeted Salary	\$ <u>0.0</u> Proposed Budgeted Salary	\$ <u>(30,489.00)</u> Net Change
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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.)
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**CIVIL SERVICE:**

Exempt	<input type="checkbox"/>	<b>FLSA:</b>	<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)

POSITION HAS BEEN VACANT SINCE THE START OF THE YEAR. THE HIDALGO COUNTY SHERIFF'S OFFICE DEEMS IT MORE IMPORTANT TO  
CREATE TWO OTHER POSITIONS THAT ARE ESSENTIAL IN THE ADMINISTRATION REOGRANZATION.

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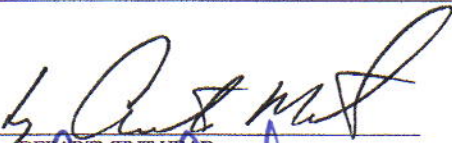
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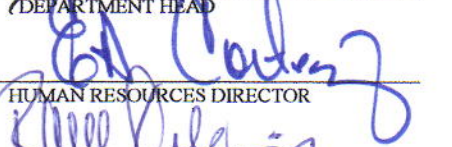
**BUDGET & MANAGEMENT:** Classification and Salary Recommendation


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1.   
 (DEPARTMENT HEAD)

2.   
 HUMAN RESOURCES DIRECTOR

3.   
 DEPARTMENT OF BUDGET & MANAGEMENT

4-6-11  
 DATE

4/13/2011  
 DATE

4/13/2011  
 DATE

FUNDING AVAILABLE IN DEPT. BUDGET  YES  NO

PERSONNEL PROCEDURES COMPLETED  YES  NO

BUDGET PROCEDURES COMPLETED  YES  NO

4. \_\_\_\_\_  
 COMMISSIONERS COURT APPROVAL DATE



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** Sheriff's Office / 280-001

**DATE:** 03/30/2011

**CURRENT POSITION TITLE:** N/A

**CURRENT SLOT.#:** 001-0361

**REQUESTED POSITION TITLE:** Budget Manager II  
(For new positions or reclassifications)

**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     
 \$ 63,599.00 Proposed Budgeted Salary (Grade 17 Step1)     
 \$ 63,599.00 Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other We will utilize current salaries from positions that will be eliminated and current Sheriff's Office lapsed salaries

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

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

This position will oversee the Sheriff's Office operational budgets to include general funds, forfeiture funds, commissary funds and grant funds. Position will oversee the preparation and approval of all financial statements before submission to the County's Auditor's Office plus those documents required by federal authorities and state controllers's office with regard to forfeiture funds.

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

Performs highly advanced budget preparations and analysis work; work involves planning, organizing, coordinating and evaluating budgetary activities; and analyzing and reviewing budget requests. May plan, assign, and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement.

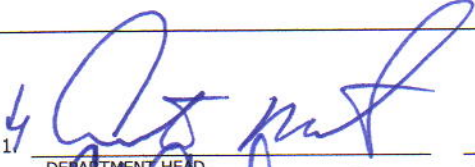
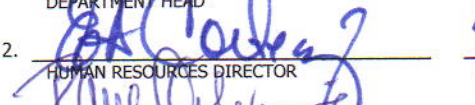

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

The Sheriff's Office is re-organizing its administrative section to better manage its operational funds and to provide properly prepared budgetary documents and financial reports.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		3/30/11	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		4/13/2011	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		4/13/2011	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.

Performs advance specialized work in the Sheriff's Office for the procurement of services, supplies, materials, and equipment. In addition as required, provides oversight over special projects and provides management support to the Sheriff, Chief Deputy, Command and Administrative personnel.

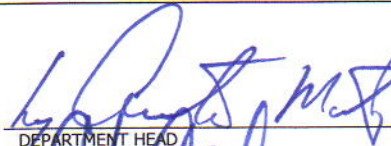
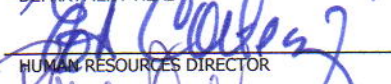
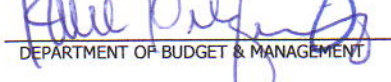
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

This position pays for itself with the savings it generates in the procurement of those supplies, services, materials and equipment required to operate the Sheriff's Office. Emphasis is in obtaining the best value for each taxpayer dollar spent.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		3-30-11	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		4/13/2011	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		4/13/2011	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			