



**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. | <u><i>Paul M. Flannery</i></u><br>DEPARTMENT HEAD              | <u>6/30/11</u><br>DATE    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Ethel D. Cortez</i></u><br>HUMAN RESOURCES DIRECTOR      | <u>07.01.11</u><br>DATE   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>06/30/2011</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: HIDALGO COUNTY PCT #3 (123-005)

DATE: 06/13/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 080 & 081

REQUESTED POSITION TITLE: HEAVY EQUIPMENT OPERATOR I

**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    \$ 28,000.00 x 2    \$ 56,000.00  
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  \_\_\_\_\_  
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:    FLSA:  
Exempt     Exempt   
Non-Exempt     Non-Exempt   
N/A

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

REQUESTING THE PROPOSED DELETION AND CREATION OF POSITIONS IN ORDER TO PROVIDE PARITY WITH OTHER CURRENT HEAVY EQUIPMENT OPERATOR I POSITIONS.

**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. | <u><i>R. M. Flores</i></u><br><small>DEPARTMENT HEAD</small>                      | <u>6/30/2011</u><br><small>DATE</small>  | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez</i></u><br><small>HUMAN RESOURCES DIRECTOR</small>         | <u>07.01.11</u><br><small>DATE</small>   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br><small>DEPARTMENT OF BUDGET &amp; MANAGEMENT</small> | <u>06/30/2011</u><br><small>DATE</small> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | <small>COMMISSIONERS COURT APPROVAL</small>                                       | <small>DATE</small>                      |                                   |   |