



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: WIC ADM (350-001)

DATE: July 12, 2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0240

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III
(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:	\$	<u>0.00</u>	\$	<u>31,815.00</u>	\$	<u>31,815.00</u>
		Current Budgeted Salary		(Grade 8 Step 1) 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:	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)

Need additional help in administration office with immunization clerical duties.

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

See Attached

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. | <i>Harold L. Long</i> | 6/30/11 | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. | <i>Ethel A. Cortez by Sylvia Ross</i> | 07.08.11 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. | <i>[Signature]</i> | 07/08/2011 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |