


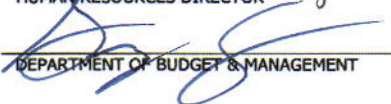
NEW POSITION: Brief job description and attach a copy of the new job description.

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.		7-7-2011			
	<small>DEPARTMENT HEAD</small>	<small>DATE</small>	<small>FUNDING AVAILABLE IN DEPT. BUDGET</small>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<i>Esther A. Cortez by Sylvia Fior</i>	07-11-11			
	<small>HUMAN RESOURCES DIRECTOR</small>	<small>DATE</small>	<small>PERSONNEL PROCEDURES COMPLETED</small>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.		07/08/2011			
	<small>DEPARTMENT OF BUDGET & MANAGEMENT</small>	<small>DATE</small>	<small>BUDGET PROCEDURES COMPLETED</small>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	<small>COMMISSIONERS COURT APPROVAL</small>	<small>DATE</small>			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH ADM. (340-001)

DATE: 07/07/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0048

REQUESTED POSITION TITLE: COMMUNITY LIAISON 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:	\$	<u>0.00</u>	\$	<u>46,747.00</u>	\$	<u>46,747.00</u>
		Current Budgeted Salary		(Grade 13, 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 1-1100-441-00-340-001-0-421-Disposal

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 Exempt

Non-Exempt Non-Exempt

N/A

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

The position is essential to provide sustainability in assisting with public health response and support to the health and emergency services in the Community; assure the ongoing operation and capabilities of the various public health response equipment; the collaboration with the various medical and health responders and to take the lead in providing and coordinating the various health promotion activities and events.

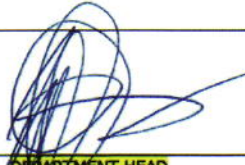
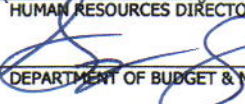
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1.		7/7/11	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<i>Esterly A. Costas by Sylvia Reis</i>	07.11.11	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		07/08/2011	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL		DATE		