

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

<p>1. <u><i>Hector Fabre</i></u> <u>7/6/2011</u> <small>DEPARTMENT HEAD</small> <small>DATE</small></p> <p>2. <u><i>Esther A. Cortez by Sylvia Rios</i></u> <u>07.08.11</u> <small>HUMAN RESOURCES DIRECTOR</small> <small>DATE</small></p> <p>3. <u><i>[Signature]</i></u> <u>07/07/2011</u> <small>DEPARTMENT OF BUDGET & MANAGEMENT</small> <small>DATE</small></p> <p>4. _____ <small>COMMISSIONERS COURT APPROVAL</small> _____ <small>DATE</small></p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
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HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 2 ADM. (122-005)

DATE: 07/05/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0013

REQUESTED POSITION TITLE: ACCOUNTANT III

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 \$ 43,284.00 \$ 43,284.00
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 FUNDS AVAILABLE FROM DELETION OF POSITION; ADDITIONAL FUNDING AVAILABLE FROM LAPSED SALARIES FROM THREE (3) VACANT POSITIONS.

POSITION Type:

Full Time Employee Part Time Employee _____
 Object 113 Object 114
Enter hourly rate for temp. positions

Full Time Temporary Part Time Temporary \$ _____
 Object 121 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:				
Exempt	<input type="checkbox"/>	FLSA:	<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)

The Account III will provide more financial statements records and technical reports.
Will be mainting adequate records of expenditures and any expenses collected/deposited
for the Precinct.

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1. *Heather Robinson* 7/6/2011
DEPARTMENT HEAD DATE

2. *Esther A. Lopez by Julia Rio* 07-08-11
HUMAN RESOURCES DIRECTOR DATE

3. *[Signature]* 07/07/2011
DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. _____ DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO
PERSONNEL PROCEDURES COMPLETED YES NO
BUDGET PROCEDURES COMPLETED YES NO