



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: URBAN COUNTY - CDBG (250-001)

DATE: 08/11/2011

CURRENT POSITION TITLE: COMPLIANCE DIVISION MANAGER I

CURRENT SLOT. #: 0002

REQUESTED POSITION TITLE: N/A

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: \$ 46,747.00 (Grade 13/ Step 1) \$ 0.00 \$ (46,747.00)
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:				
Exempt	<input type="checkbox"/>	FLSA: 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)

As per the needs of the UCP, this position is not needed

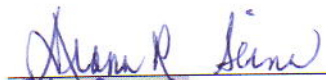
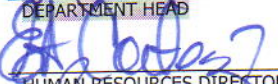
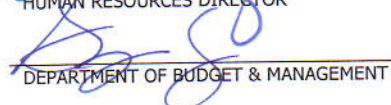
NEW POSITION: Brief job description and attach a copy of the new job description.

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. | 
DEPARTMENT HEAD | Aug. 19, 2011
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 8/22/2011
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 08/22/2011
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: URBAN COUNTY - CDBG

DATE: 08/12/11

DEPARTMENT NUMBER: 250

PROGRAM NUMBER: 001

CURRENT SLOT #: 0004

DEPARTMENT CLASSIFICATION REQUEST- (REGRADE)

DEPUTY DIRECTOR

68,687.00 (GRADE 18, STEP 1)

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

DEPUTY DIRECTOR

74,182.00 (GRADE 19, STEP 1)

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

DEPUTY DIRECTOR

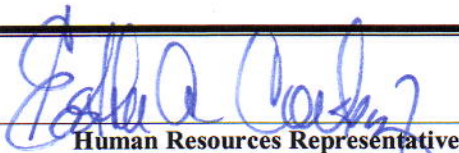
74,182.00 (GRADE 19, STEP 1)

Classification/Position Title

Pay Grade/Salary

COMMENTS:

SIGNATURES


Human Resources Representative


County Treasurer Representative


Budget & Management Representative


Date

08/22/11
Date

08/22/2011
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: URBAN COUNTY – CDBG (250-001)
URBAN COUNTY – HOME (250-002)

DATE: 8/11/11

CURRENT POSITION TITLE: DEPUTY DIRECTOR

CURRENT SLOT. #:
0004 (250-001)
0008 (250-002)

REQUESTED POSITION TITLE: DEPUTY DIRECTOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other REGRADE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

(250-001)		51,515.00		55,636.00		
Salary Amount:	\$	<u>(Grade 18/ Step 1)</u>	\$	<u>(Grade 19/ Step 1)</u>	\$	<u>4,121.00</u>
		Current Budgeted Salary		Proposed Budgeted Salary		Net Change

(250-002)		17,172.00		18,546.00		
Salary Amount:	\$	<u>(Grade 18/ Step 1)</u>	\$	<u>(Grade 19/ Step 1)</u>	\$	<u>1,374.00</u>
		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 _____

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.)
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CIVIL SERVICE:		FLSA:	
Exempt	<input type="checkbox"/>	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input type="checkbox"/>
N/A	<input type="checkbox"/>		

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

To properly address the specialized needs of the various federal and state programs and ensure proper administration, management, and implementation of programs including compliance with federal and state rules, regulations, policies and procedures

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>Maria R. Reina</u> DEPARTMENT HEAD	<u>Aug. 19, 2011</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>BA [Signature]</u> HUMAN RESOURCES DIRECTOR	<u>8/22/2011</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>08/22/2011</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

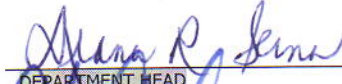
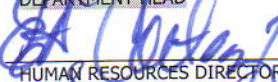
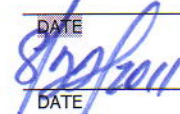
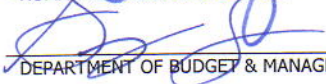
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	Aug. 19, 2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	08/22/2011 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: URBAN COUNTY - CDBG (250-001)

DATE: 08/11/2011

CURRENT POSITION TITLE: PROGRAM COORDINATOR II

CURRENT SLOT #: 0009

REQUESTED POSITION TITLE: N/A

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: \$ 43,284.00 (Grade 12/ Step 1) Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ (43,284.00) 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: Exempt FLSA: Exempt

Non-Exempt Non-Exempt

N/A

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

In review of the needs of the UCP, this position is not needed.

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>Mary R. Serna</u> DEPARTMENT HEAD	<u>Aug 19, 2001</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>8/22/2011</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>08/22/2011</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: URBAN COUNTY

DATE: 08/15/2011

DEPARTMENT NUMBER: 250

PROGRAM NUMBER: 001

CURRENT SLOT #: 0010

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

PROGRAM COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

UCP COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

UCP COORDINATOR I

\$37,109.00 G10 S1

Classification/Position Title

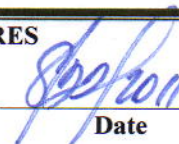
Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1 TITLE CHANGE & CHANGE IN JOB DESCRIPTION ONLY

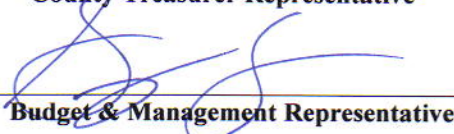
SIGNATURES


Human Resources Representative


Date


County Treasurer Representative

08/22/11
Date


Budget & Management Representative

08/22/2011
Date



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: URBAN COUNTY

DATE: 08/15/2011

DEPARTMENT NUMBER: 250

PROGRAM NUMBER: 001

CURRENT SLOT #: 0011

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

PROGRAM COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

UCP COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

UCP COORDINATOR I

\$37,109.00 G10 S1

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1 **TITLE CHANGE & CHANGE IN JOB DESCRIPTION ONLY**

SIGNATURES


Human Resources Representative


Date


County Treasurer Representative

08/22/11
Date


Budget & Management Representative

08/22/2011
Date



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: URBAN COUNTY

DATE: 08/15/2011

DEPARTMENT NUMBER: 250

PROGRAM NUMBER: 001

CURRENT SLOT #: 0022

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

PROGRAM COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

UCP COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

UCP COORDINATOR I

\$37,109.00 G10 S1

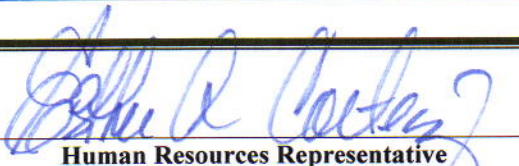
Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1 TITLE CHANGE & CHANGE IN JOB DESCRIPTION ONLY

SIGNATURES


Human Resources Representative


Date


County Treasurer Representative

08/22/11
Date


Budget & Management Representative

08/22/2011
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: URBAN COUNTY – CDBG (250-001)

DATE: 8/11/11

CURRENT POSITION TITLE: PROGRAM COORDINATOR I

CURRENT SLOT. #: 0010, 0011,
& 0022

REQUESTED POSITION TITLE: UCP COORDINATOR 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:	\$	<u>37,109.00</u>		\$	<u>37,109.00</u>		\$	<u>0.00</u>
		(Grade 10/ Step 1) X 3			(Grade 10/ Step 1) X 3			Net Change
		Current Budgeted Salary			Proposed Budgeted Salary			

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.)
------------	----------	----------------------	----------------	------------------------------------

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)

To properly address the specialized needs of the various federal programs and ensure proper management and implementation of programs including compliance with federal and state regulations


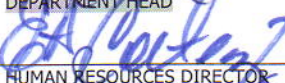
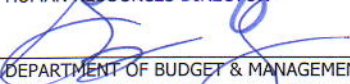
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	Aug. 19, 2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	8/22/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	08/22/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: URBAN COUNTY

DATE: 08/15/2011

DEPARTMENT NUMBER: 250

PROGRAM NUMBER: 001

CURRENT SLOT #: 0014

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

PROGRAM COORDINATOR II

\$43,284.00

G12 S1

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

UCP COORDINATOR II

\$43,284.00

G12 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

UCP COORDINATOR II

\$43,284.00 G12 S1


Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1 TITLE CHANGE & CHANGE IN JOB DESCRIPTION ONLY

SIGNATURES


Human Resources Representative


Date


County Treasurer Representative

08/22/11
Date


Budget & Management Representative

08/22/2011
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: URBAN COUNTY – CDBG (250-001)

DATE: 8/11/11

CURRENT POSITION TITLE: PROGRAM COORDINATOR II

CURRENT SLOT. #: 0014

REQUESTED POSITION TITLE: UPC COORDINATOR 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: \$ 43,284.00 (Grade 12/ Step 1) Current Budgeted Salary \$ 43,284.00 (Grade 12/ Step 1) Proposed Budgeted Salary \$ 0.00 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:				
Exempt	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

To properly address the specialized needs of the various federal and state programs and ensure proper management and implementation of programs including compliance with federal and state regulations

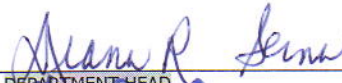
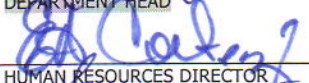
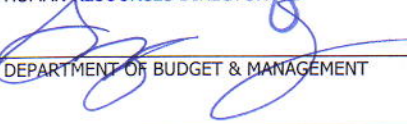
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	Aug. 19, 2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	8/22/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	08/22/2011 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: URBAN COUNTY – CDBG (250-001)

DATE: 8/11/11

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0025

REQUESTED POSITION TITLE: DIVISION DIRECTOR, UCP FINANCE

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>63,599.00</u>	\$	<u>63,599.00</u>
		Current Budgeted Salary		(Grade 17/ 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	<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.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	

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

To properly address the specialized financial needs of the various federal and state programs administered by UCP and meet compliance with federal/state policies, rules, procedures and regulations as well as compliance with general accepted accounting practices

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>Maria R. Jimenez</i></u>
DEPARTMENT HEAD | <u>Aug. 19, 2011</u>
DATE | <u>FUNDING AVAILABLE IN DEPT. BUDGET</u> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>[Signature]</i></u>
HUMAN RESOURCES DIRECTOR | <u>8/22/2011</u>
DATE | <u>PERSONNEL PROCEDURES COMPLETED</u> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>08/22/2011</u>
DATE | <u>BUDGET PROCEDURES COMPLETED</u> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | <u>COMMISSIONERS COURT APPROVAL</u> | <u>DATE</u> | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: URBAN COUNTY – CDBG (250-001)

DATE: 8/11/11

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0026

REQUESTED POSITION TITLE: UPC COORDINATOR 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>43,284.00</u>	\$	<u>43,284.00</u>
		Current Budgeted Salary		(Grade 12/ 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	<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.)
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)

To properly address the specialized needs of the various federal and state programs and ensure proper management and implementation of programs including compliance with federal and state regulations

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>Maria R. Garcia</u>
DEPARTMENT HEAD | <u>Aug. 19, 2011</u>
DATE | <u>FUNDING AVAILABLE IN DEPT. BUDGET</u> | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u>
HUMAN RESOURCES DIRECTOR | <u>8/22/2011</u>
DATE | <u>PERSONNEL PROCEDURES COMPLETED</u> | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>8/22/2011</u>
DATE | <u>BUDGET PROCEDURES COMPLETED</u> | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | <u>COMMISSIONERS COURT APPROVAL</u> | <u>DATE</u> | <u>_____</u> | <u>_____</u> |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: URBAN COUNTY – CDBG (250-001)

DATE: 8/11/11

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0027

REQUESTED POSITION TITLE: UPC COORDINATOR 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:	\$	<u>0.00</u>	\$	<u>37,109.00</u>	\$	<u>37,109.00</u>
		Current Budgeted Salary		(Grade 10/ 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:				
Exempt	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

UCP Coordinator I is necessary to ensure property management and implementation of program including compliance with federal regulations






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. | 
DEPARTMENT HEAD | Aug. 19, 2011
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 
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: URBAN COUNTY – NSP (250-)

DATE: 8/11/11

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0001

REQUESTED POSITION TITLE: UCP COORDINATOR 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 Current Budgeted Salary \$ 37,109.00 Proposed Budgeted Salary \$ 37,109.00 Net Change
(Grade 10/ Step 1)

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)

New NSP 3 funding was awarded to the County – UCP and a Coordinator I is necessary to ensure proper management and implementation of program including compliance with federal regulations


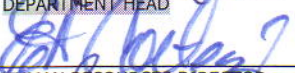
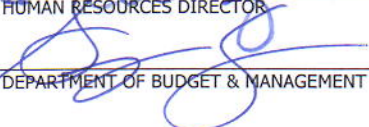
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	Aug. 19, 2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	8/22/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	08/22/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: URBAN COUNTY – TxCDBG DIS. RECOVERY

DATE: 08/15/2011

DEPARTMENT NUMBER: 250

PROGRAM NUMBER: 006

CURRENT SLOT #: 0001

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

PROGRAM COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

UCP COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

UCP COORDINATOR I

\$37,109.00 G10 S1

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1 TITLE CHANGE & CHANGE IN JOB DESCRIPTION ONLY

SIGNATURES

Handwritten signature in blue ink.

Human Resources Representative

Handwritten signature in blue ink.

Date

Handwritten signature in blue ink.

County Treasurer Representative

Handwritten signature in blue ink.

Date

Handwritten signature in blue ink.

Budget & Management Representative

Handwritten signature in blue ink.

Date



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: URBAN COUNTY – TxCDBG DIS. RECOVERY

DATE: 08/15/2011

DEPARTMENT NUMBER: 250

PROGRAM NUMBER: 006

CURRENT SLOT #: 0002

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

PROGRAM COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

UCP COORDINATOR I

\$37,109.00

G10 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

UCP COORDINATOR I

\$37,109.00

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1 TITLE CHANGE & CHANGE IN JOB DESCRIPTION ONLY

SIGNATURES


Human Resources Representative


Date


County Treasurer Representative


Date


Budget & Management Representative


Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: URBAN COUNTY – TxCDBG DIS. RECOVERY(250-006) DATE: 8/11/11

CURRENT POSITION TITLE: PROGRAM COORDINATOR I

CURRENT SLOT. #: 0001 & 0002

REQUESTED POSITION TITLE: UCP COORDINATOR 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: \$ 37,109.00 (Grade 10/ Step 1) X 2 \$ 37,109.00 (Grade 10/ Step 1) X 2 \$ 0.00
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

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 Exempt
Non-Exempt Non-Exempt
N/A

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

To properly address the specialized needs of the various federal and state programs and ensure proper management and implementation of programs including compliance with federal and state regulations

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>Miriam R. Lewis</u>
DEPARTMENT HEAD | <u>Aug. 19, 2011</u>
DATE | <u>FUNDING AVAILABLE IN DEPT. BUDGET</u> | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u>
HUMAN RESOURCES DIRECTOR | <u>8/12/2011</u>
DATE | <u>PERSONNEL PROCEDURES COMPLETED</u> | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>08/22/2011</u>
DATE | <u>BUDGET PROCEDURES COMPLETED</u> | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: URBAN COUNTY

DATE: 08/15/2011

DEPARTMENT NUMBER: 250

PROGRAM NUMBER: 004

CURRENT SLOT #: 0001

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

PROGRAM COORDINATOR II

\$52,786.00

G12 S7

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

UCP COORDINATOR II

\$52,786.00

G12 S7

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

UCP COORDINATOR II

\$52,786.00 G12 S7

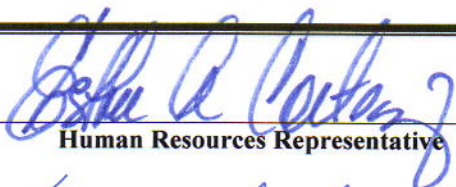
Classification/Position Title

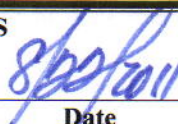
Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1 TITLE CHANGE & CHANGE IN JOB DESCRIPTION ONLY

SIGNATURES


Human Resources Representative


Date


County Treasurer Representative

08/22/11
Date


Budget & Management Representative

08/22/2011
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: URBAN COUNTY - COLONIA (250-004)

DATE: 08/11/2011

CURRENT POSITION TITLE: PROGRAM COORDINATOR II

CURRENT SLOT. #: 0001

REQUESTED POSITION TITLE: UCP COORDINATOR 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:	\$	52,786.00		\$	52,786.00		\$	0.00
		(Grade 12/ Step 7)			(Grade 12/ Step 7)			Net Change
		Current Budgeted Salary			Proposed Budgeted Salary			

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 <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)

To properly address the specialized needs of the various federal and state programs and ensure proper management and implementation of programs including compliance with federal and state regulations

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>Miam R. Lewis</u> DEPARTMENT HEAD	<u>Aug. 19, 2011</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>8/22/2011</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>08/22/2011</u> 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: URBAN COUNTY - COLONIA (250-004)

DATE: 08/11/2011

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT III

CURRENT SLOT. #: 0002

REQUESTED POSITION TITLE: N/A

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:	\$	36,271.00 (Grade 8/ Step 5)	\$	0.00	\$	(36,271.00)
		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	<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.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
As per the needs of the UCP, this position is not needed

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>Alma P. Line</u>
DEPARTMENT HEAD | <u>Aug. 19, 2011</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>BT Colton</u>
HUMAN RESOURCES DIRECTOR | <u>8/22/2011</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>08/22/2011</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |


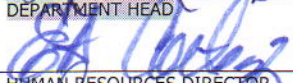
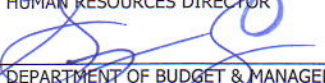
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	Aug. 19, 2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	8/22/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	08/22/2011 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: URBAN COUNTY – HOME (250-002)

DATE: 8/11/11

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0009

REQUESTED POSITION TITLE: HOUSING SPECIALIST 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 Current Budgeted Salary \$ 34,360.00 Proposed Budgeted Salary (Grade 9/ Step 1) \$ 34,360.00 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:				
Exempt	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

To properly address the specialized needs of the UCP – Housing Division and the housing construction requirements for various programs

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>Alana R. Lina</u>
DEPARTMENT HEAD | <u>Aug. 19, 2011</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Et. Cheleng</u>
HUMAN RESOURCES DIRECTOR | <u>8/22/2011</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>08/22/2011</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |