



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **HIDTA TASK FORCE (270-003)**
HIDTA CHAPTER 59 (270-011)

DATE: 08/24/2011

CURRENT POSITION TITLE: **CRIMINAL INVESTIGATOR I**

CURRENT SLOT. #: **G003 (270-003)**
G003 (270-011)

REQUESTED POSITION TITLE: **CRIMINAL INVESTIGATOR I**

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other REDISTRIBUTE COST ALLOCATION

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

POSITION SALARY REQUEST:

Salary Amount: HIDTA TASK FORCE (1291)	\$	36,968.00 = 77.29% (Grade 12/ Step 4) Current Budgeted Salary	\$	35,833.00 = 74.92% (Grade 12/ Step 4) Proposed Budgeted Salary	\$	(1,135.00) Net Change
HIDTA CH. 59 (1251)	\$	10,861.00 = 22.71% (Grade 12/ Step 4) Current Budgeted Salary	\$	11,996.00 = 25.08% (Grade 12/ Step 4) Proposed Budgeted Salary	\$	1,135.00 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 checked="" type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input 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 REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS




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

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|----|--|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | <u>9/28/2011</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>9/29/2011</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/29/11</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |