



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA US TREASURY (270-012)

DATE: 10/11/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: G001

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR 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 Current Budgeted Salary \$ 58,888.00 Proposed Budgeted Salary \$ 58,888.00 Net Change

(Grade 16/ 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:				
Exempt	<input checked="" type="checkbox"/>	FLSA:		
Non-Exempt	<input 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)

THIS POSITION WILL ENABLE THE HIDALGO COUNTY HIDTA TASK FORCE TO CONTINUE ADDRESSING DRUG TRAFFICKING AND DRUG -RELATED CRIMES.

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>[Signature]</u> DEPARTMENT HEAD	<u>10/11/2011</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>10/13/2011</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/12/2011</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			