

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>Martha J. [Signature]</i></u> DEPARTMENT HEAD	<u>10/14/11</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u><i>E. A. Cortez by Sylvia Ruiz</i></u> HUMAN RESOURCES DIRECTOR	<u>10-14-11</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/14/2011</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: **PURCHASING (160-001)**

DATE: **10/14/11**

CURRENT POSITION TITLE: -

CURRENT SLOT. #: 0031

REQUESTED POSITION TITLE: CLERK III

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>G5 S1/ \$25,256.00</u>	\$	<u>\$25,256.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **FUNDS FROM DELETED BUYER II POSITION WILL BE USED TO COVER THE SALARIES AND FRINGES FOR THE NEW CLERK III POSITION.**

POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	_____

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	<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)

POSITION IS ESSENTIAL TO CARRY OUT THE DUTIES REQUIRED TO ASSIST IN THE CONTINUATION OF A PROJECT WHICH CONSISTS OF A DETAILED ASSESSMENT OF ALL COUNTY OWNED FACILITIES. THE RESULTS OF THIS ASSESSMENT WILL BE SUBMITTED TO COURT WITH RECOMMENDATION ON THOSE FACILITIES; WILL UTILITZE FUNDS FROM WITHIN THE DEPARTMENT'S BUDGET (DELETION OF BUYER II POSITION) TO EXECUTE THE PROJECT.




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- | | | | | |
|----|--|---------------------------|--|---|
| 1. | 
DEPARTMENT HEAD | <u>10/14/11</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>10.14.11</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>10/14/2011</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |