



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **PARKS PCT.1 (121-013)**

DATE: **10/21/11**

CURRENT POSITION TITLE : **TRUCK DRIVER III**

CURRENT SLOT. #: **0011**

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:	\$	25,032.00	\$	0.00	\$	(25,032.00)
		Current Budgeted or Grade & Step Salary		Proposed Budgeted or Grade & Step 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"/>	
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.)
------------	----------	----------------------	----------------	------------------------------------

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)

Upon evaluation of the Department it is determined that this position is no longer 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


~~DEPARTMENT HEAD - 300th DISTRICT~~ 10/24/11
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO


HUMAN RESOURCES DIRECTOR DATE

PERSONNEL PROCEDURES COMPLETED

YES NO


DEPARTMENT OF BUDGET & MANAGEMENT 10/26/2011
DATE

BUDGET PROCEDURES COMPLETED

YES NO

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


DEPARTMENT HEAD - ~~HUMAN RESOURCES~~ COURT

10/26/11
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO


HUMAN RESOURCES DIRECTOR

10-27-11
DATE

PERSONNEL PROCEDURES COMPLETED

YES NO


DEPARTMENT OF BUDGET & MANAGEMENT

10/26/2011
DATE

BUDGET PROCEDURES COMPLETED

YES NO

COMMISSIONERS COURT APPROVAL

DATE



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **PCT 1 ROAD MAINTENANCE (121-005)**

DATE: **10/21/11**

CURRENT POSITION TITLE : **MAINTENANCE I**

CURRENT SLOT. #: **0058**

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:	\$ <u>23,635.00</u>	\$ <u>0.00</u>	\$ <u>(23,635.00)</u>
	Current Budgeted or Grade & Step Salary	Proposed Budgeted or Grade & Step 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"/>	
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.)
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)

Upon evaluation of the Department it is determined that this position is no longer needed, therefore this position will be deleted to provide funding to create other positions that are greatly needed to assist the Department Head and oversee the high demand of workload.



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

 DEPARTMENT HEAD - 130th DISTRICT COURT	10/26/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Eithen A. Cortez by Sylvia Kosi HUMAN RESOURCES DIRECTOR	10-27-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
 DEPARTMENT OF BUDGET & MANAGEMENT	10/26/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **PCT 1 ROAD MAINTENANCE (121-005)**

DATE: **10/21/11**

CURRENT POSITION TITLE : **TIRE REPAIR**

CURRENT SLOT. #: **0074**

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:	\$	24,000.00	\$	0.00	\$	(24,000.00)
		Current Budgeted or Grade & Step Salary		Proposed Budgeted or Grade & Step 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"/>	
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.)
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)

Upon evaluation of the Department it is determined that this position is no longer needed, therefore this position will be deleted to provide funding to create other positions that are greatly needed to assist the Department Head and oversee the high demand of workload.

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

POSITION RECLASIFICATION: 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


~~DEPARTMENT HEAD~~ ~~COMMISSIONER'S COURT~~ DATE 10/26/11

FUNDING AVAILABLE IN DEPT. BUDGET YES NO


HUMAN RESOURCES DIRECTOR DATE 10-27-11

PERSONNEL PROCEDURES COMPLETED YES NO


DEPARTMENT OF BUDGET & MANAGEMENT DATE 10/26/2011

BUDGET PROCEDURES COMPLETED YES NO

COMMISSIONERS COURT APPROVAL DATE



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **PCT 1 DRAINAGE IMPROVEMENT PROJECT (121-052)** DATE: **10/21/11**

CURRENT POSITION TITLE : **LABORER – DRAINAGE/ CONSTRUCTION**

CURRENT SLOT. #: **0012**

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: \$ 22,000.00 \$ 0.00 \$ (22,000.00)

Current Budgeted or Grade & Step Salary

Proposed Budgeted or Grade & Step 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:	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)

Upon evaluation of the Department it is determined that this position is no longer needed, therefore this position will be deleted to provide funding to create other positions that are greatly needed to assist the Department Head and oversee the high demand of workload.


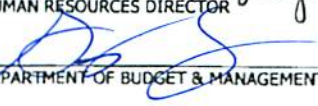
NEW POSITION: Brief job description and attach a copy of the new job description.

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

	<u>10/28/11</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
DEPARTMENT HEAD - 1999 DIRECT COURT	DATE			
<u>Esther A. Cortez by Sylvia Rios</u>	<u>10.27.11</u>	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HUMAN RESOURCES DIRECTOR	DATE			
	<u>10/26/2011</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **PCT 1 DRAINAGE IMPROVEMENT PROJECT (121-052)** DATE: **10/21/11**

CURRENT POSITION TITLE: **BACKHOE – HEAVY EQUIPMENT OPERATOR**

CURRENT SLOT. #: **0006**

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:	\$ <u>31,500.00</u>	\$ <u>0.00</u>	\$ <u>(31,500.00)</u>
	<small>Current Budgeted or Grade & Step Salary</small>	<small>Proposed Budgeted or Grade & Step Salary</small>	<small>Net Change</small>

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"/>	
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.)
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)

Upon evaluation of the Department it is determined that this position is no longer needed, therefore this position will be deleted to provide funding to create other positions that are greatly needed to assist the Department Head and oversee the high demand of workload.

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


DEPARTMENT HEAD - ~~2007~~ 2011 10/26/11
DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO


HUMAN RESOURCES DIRECTOR 10-27-11
DATE

PERSONNEL PROCEDURES COMPLETED YES NO


DEPARTMENT OF BUDGET & MANAGEMENT 10/26/2011
DATE

BUDGET PROCEDURES COMPLETED YES NO

COMMISSIONERS COURT APPROVAL DATE



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **SANITATION PCT.1 (121-001)**

DATE: **10/21/11**

CURRENT POSITION TITLE : **N/A**

CURRENT SLOT. #: **034**

REQUESTED POSITION TITLE: **SUPERVISOR**

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>37,969.00</u>	\$ <u>37,969.00</u>
	Current Budgeted or Grade & Step Salary	Proposed Budgeted or Grade & Step 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"/>	
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.)
------------	----------	----------------------	----------------	------------------------------------

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)

Upon evaluation of the Department there is a greater need for a Supervisor position to assist the Department Head in overseeing the high demand of workload.

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


DEPARTMENT HEAD

10/11/11
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO


HUMAN RESOURCES DIRECTOR

10-27-11
DATE

PERSONNEL PROCEDURES COMPLETED

YES NO


DEPARTMENT OF BUDGET & MANAGEMENT

10/26/2011
DATE

BUDGET PROCEDURES COMPLETED

YES NO

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


DEPARTMENT HEAD -

10/26/11
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO


HUMAN RESOURCES DIRECTOR

10.27.11
DATE

PERSONNEL PROCEDURES COMPLETED

YES NO


DEPARTMENT OF BUDGET & MANAGEMENT

10/26/2011
DATE

BUDGET PROCEDURES COMPLETED

YES NO

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


DEPARTMENT HEAD - DATE 10/26/11

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

Esther A. Cortez by Regina Pina
HUMAN RESOURCES DIRECTOR DATE 10-27-11

PERSONNEL PROCEDURES COMPLETED YES NO


DEPARTMENT OF BUDGET & MANAGEMENT DATE 10/26/2011

BUDGET PROCEDURES COMPLETED YES NO

COMMISSIONERS COURT APPROVAL DATE _____



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **PCT 1 DRAINAGE IMPROVEMENT PROJECT (121-052)** DATE: **10/21/11**

CURRENT POSITION TITLE : **N/A**

CURRENT SLOT. #: **0017**

REQUESTED POSITION TITLE: **SUPERVISOR**

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>37,969.00</u>	\$ <u>37,969.00</u>
	<small>Current Budgeted or Grade & Step Salary</small>	<small>Proposed Budgeted or Grade & Step Salary</small>	<small>Net Change</small>

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"/>	
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	Enter hourly rate for temp. positions \$ _____ <small>Hourly Rate * 2,080 hrs. per year = Annual Salary</small>

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)

Upon evaluation of the Department there is a greater need for a Supervisor position to assist and oversee the Department with the high demand of workload.

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

[Signature] 10/27/11
DEPARTMENT HEAD - [Title] DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

Esther A. Cortez by Sylvia Rios 10-27-11
HUMAN RESOURCES DIRECTOR DATE

PERSONNEL PROCEDURES COMPLETED YES NO

[Signature] 10/26/2011
DEPARTMENT OF BUDGET & MANAGEMENT DATE

BUDGET PROCEDURES COMPLETED YES NO

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.		10/19/2011	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		10-27-11	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		10/26/2011	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			