



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-016)

DATE: 11/2/2011

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

CURRENT SLOT #: G001

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>35,254.00</u>	\$	<u>0.00</u>	\$	<u>(35,254.00)</u>
		<small>(Grade 10/ Step 0)</small>				
		<small>Current G&S/ Budgeted Salary</small>		<small>Proposed G&S/ Budgeted 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 PROVIDE FUNDS FROM DELETION OF POSITION TO COMPLY WITH REDUCTION IN GRANT FUNDS

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114

Enter hourly rate for temp. positions
 Full Time Employee Object 121
 Part Time Temporary Object 122
 \$ _____
Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: *per Nelda Olivarez*
 Exempt PLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

THIS POSITION IS NOT REQUIRED AND FUNDS WILL BE TRANSFERRED TO ANOTHER HIDTA INITIATIVE

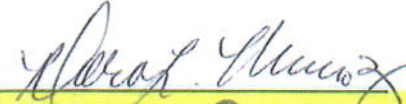
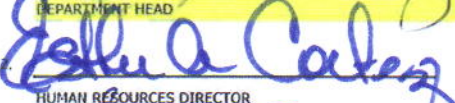
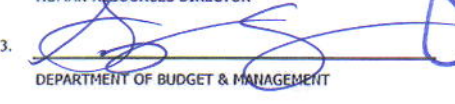
NEW POSITION: Brief job description and attach a copy of the new job description.

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	11/4/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	 HUMAN RESOURCES DIRECTOR	11/4/2011 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	 DEPARTMENT OF BUDGET & MANAGEMENT	11/02/2011 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date		