



HIDALGO COUNTY

Personnel Adjustment Request Form

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

DATE: 12/6/2011

CURRENT POSITION TITLE: ASSISTANT DA IV

CURRENT SLOT #: 270-011-G002
270-003-G002

REQUESTED POSITION TITLE: ASSISTANT DA IV

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETION OF POSITION/COST ALLOCATIONS

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

POSITION SALARY REQUEST:

HIDTA CH 59 (270-011)

Salary Amount: (Grade 18/ Step 2)
\$ 18,340.00 \$ 0.00 \$ (18,340.00)
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA TASK FORCE (270-003)

Salary Amount: (Grade 18/ Step 2)
\$ 52,800.00 \$ 0.00 \$ (52,800.00)
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted 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 _____
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.)

CIVIL SERVICE:

Exempt FLSA: Exempt

Non-Exempt Non-Exempt

N/A

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

DUE TO THE RE-ORGANIZATIONAL/ RESTRUCTURING PLAN, HIDTA WILL NOT BE ABLE TO FUND (WITH GRANT OR ASSET

ASSET FORFEITURE FUND) THIS POSITION

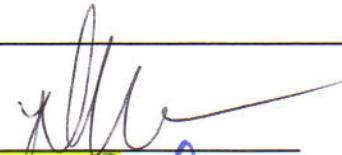
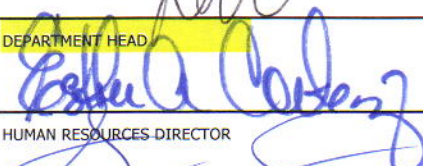

NEW POSITION: Brief job description and attach a copy of the new job description.

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	12/7/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 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: HIDTA CH 59 (270-011)

DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR I

CURRENT SLOT #: G016

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR I

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: (Grade 12/ Step 1)
\$ 43,284.00 \$ 0.00 \$ (43,284.00)
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted 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 _____
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.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

DUE TO THE RE-ORGAINZATIONAL / RESTRUCTURING PLAN, THIS POSITION IS NOT NEEDED.

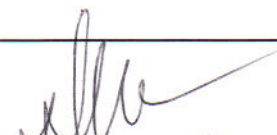
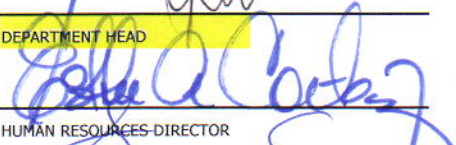

NEW POSITION: Brief job description and attach a copy of the new job description.

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

1.	 <hr/> DEPARTMENT HEAD	12/07/2011 <hr/> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 <hr/> HUMAN RESOURCES DIRECTOR	12/16/2011 <hr/> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 <hr/> DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 <hr/> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	<hr/> COMMISSIONERS' COURT APPROVAL	<hr/> Date		



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA CH 59 (270-011)

DATE: 12/6/2011

CURRENT POSITION TITLE: SR. DEPUTY CONSTABLE STEP III

CURRENT SLOT #: 270-011-G020

REQUESTED POSITION TITLE: SR. DEPUTY CONSTABLE STEP III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE COST ALLOCATION

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 22,388.00 Current G&S/ Budgeted Salary \$ 0.00 Proposed G&S/ Budgeted Salary \$ (22,388.00) 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 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.)

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

DUE TO THE RE-ORGAINZATIONAL / RESTRUCTURING PLAN, HIDTA WILL NOT BE ABLE TO FUND THIS POSITION.


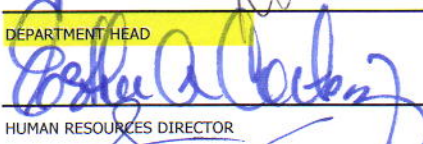

NEW POSITION: Brief job description and attach a copy of the new job description.

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	12/7/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 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: HIDTA CH 59 (270-011)

DATE: 12/6/2011

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT #: G021

REQUESTED POSITION TITLE: CLERK I

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: (Grade 1/ Step 4)
\$ 20,514.00 \$ 0.00 \$ (20,514.00)
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted 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 _____
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.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

DUE TO THE REORGAINZATIONAL/RESTRUCTURING PLAN, THIS POSITION IS NOT REQUIRED.\

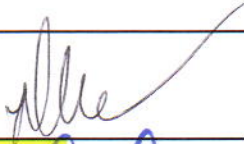
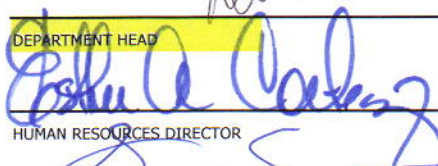

NEW POSITION: Brief job description and attach a copy of the new job description.

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	<u>12/7/2011</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>12/16/2011</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/16/2011</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: HIDTA CH 59 (270-011)

DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: G022 & G023

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

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: (Grade 14/ Step 1)
\$ 50,487.00 x 2 \$ 0.00 \$ (100,974.00)
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted 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 _____
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.)

CIVIL SERVICE: Exempt Non-Exempt N/A
FLSA: Exempt Non-Exempt

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

DUE TO THRE RE-ORGAINZATIONAL RESTRUCTURING PLAN, THESE POSITIONS ARE NOT REQUIRED

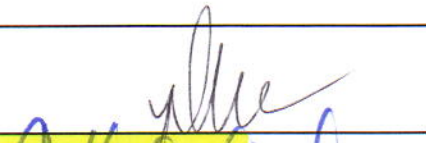
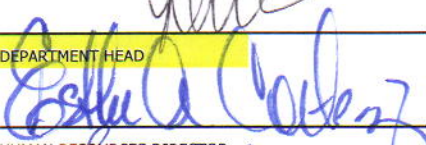

NEW POSITION: Brief job description and attach a copy of the new job description.

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	 HUMAN RESOURCES DIRECTOR	 DEPARTMENT OF BUDGET & MANAGEMENT	12/9/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.				12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.				12/14/2011 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.				_____ Date		



HIDALGO COUNTY

Personnel Adjustment Request Form

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

DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR III

CURRENT SLOT #: G001

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR III

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: (Grade 16/ Step 0)
\$ 55,944.00 \$ 0.00 \$ (55,944.00)
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted 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 _____
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.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

DUE TO THE REORGAINZATIONAL/RESTRUCTURING PLAN/ PTHIS POSITION IS NOT REQUIRED.


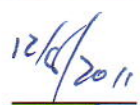

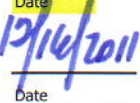

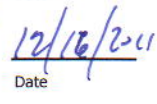
NEW POSITION: Brief job description and attach a copy of the new job description.

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	 _____ Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	 _____ Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	 _____ 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: HIDTA CH 59 (270-011) DATE: 12/6/2011
 HIDTA TASK FORCE (270-003) 270-011-G012
 CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT III CURRENT SLOT #: 270-003-G012
 REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other DELETING COST ALLOCATION (270-003) & REDISTRIBUTING 100% TO HIDTA CH59 (270-011)

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

POSITION SALARY REQUEST:

HIDTA CH 59 (270-011)

Salary Amount:	(Grade 8/ Step 5)	(Grade 8/ Step 5)	
	\$ 10,272.00	\$ 36,272.00	\$ 26,000.00
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

HIDTA TASK FORCE (270-003)

Salary Amount:	(Grade 8/ Step 5)		
	\$ 26,000.00	\$ 0.00	\$ (26,000.00)
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted 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

 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: FLSA:
 Exempt Exempt
 Non-Exempt Non-Exempt
 N/A

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

DUE TO THE RE-ORGANIZATIONAL/ RESTRUCTURING PLAN, THIS POSITION IS NOT ALLOWED UNDE THE HIDTA GRANT AND WILL

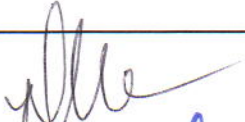
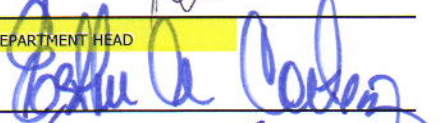

NEW POSITION: Brief job description and attach a copy of the new job description.

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	12/7/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 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: HIDTA Task Force (270-003)
HIDTA CH 59 (270-011)

DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: 270-003-G013
270-011-G018

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other CREATE COST ALLOCATION (270-003) & ALLOCATE SALARY

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

POSITION SALARY REQUEST:

HIDTA Task Force (270-003)

Salary Amount:	(Grade 14/ Step 1)	(Grade 14/ Step 1)	
	\$ <u>0.00</u>	\$ <u>36,968.00</u>	\$ <u>36,968.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

HIDTA CH 59 (270-011)

Salary Amount:	(Grade 14/ Step 1)	(Grade 14/ Step 1)	
	\$ <u>50,487.00</u>	\$ <u>13,519.00</u>	\$ <u>(36,968.00)</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted 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

 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:
 Exempt
 Non-Exempt
 N/A

FLSA:
 Exempt
 Non-Exempt

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

DUE TO THE RE-ORGAINZATIONAL / RESTRUCTURING PLAN, THIS POSITION REQUIRED DISTRUBUTION BETWEEN GRANT AND


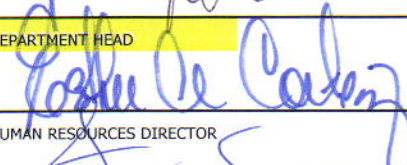

NEW POSITION: Brief job description and attach a copy of the new job description.

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	12/1/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 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: HIDTA Task Force (270-003)
HIDTA CH 59 (270-011)

DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR III

CURRENT SLOT #: 270-003-G014
270-011-G024

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other CREATE POSITION/ ALLOCATION

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

POSITION SALARY REQUEST:

HIDTA Task Force (270-003)

Salary Amount:		(Grade 16/ Step 1)	
\$	<u>0.00</u>	\$	<u>41,832.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary
		\$	<u>41,832.00</u>
			Net Change

HIDTA CH 59 (270-011)

Salary Amount:		(Grade 16/ Step 1)	
\$	<u>0.00</u>	\$	<u>17,056.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary
		\$	<u>17,056.00</u>
			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 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.)

CIVIL SERVICE:

Exempt FLSA: Exempt
Non-Exempt Non-Exempt
N/A

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

DUE TO THE RE-ORGANIZATIONAL / RESTUCTURING PLAN, THIS POSITION REQUIRED DISTRIBUTION BETWEEN GRANT AND

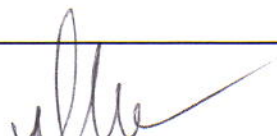
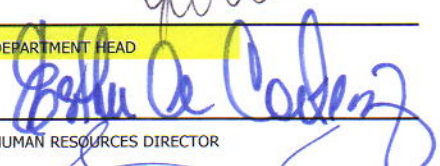

NEW POSITION: Brief job description and attach a copy of the new job description.

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>12/7/2011</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD						
2.		<u>12/16/2011</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR						
3.		<u>12/16/2011</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT						
4.	_____	_____	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date					