



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CONSTABLE PCT.3 (293-001)

DATE: 12/6/2011

CURRENT POSITION TITLE: SR. DEPUTY CONSTABLE STEP III

CURRENT SLOT #: 293-001-0009

REQUESTED POSITION TITLE: SR. DEPUTY CONSTABLE STEP III

REQUEST FOR:

New Position Temporary Position Position Reclassification*

Other INCREASE COST ALLOCATION TO 100% FROM GENERAL FUND

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 22,389.00 \$ 44,777.00 \$ 22,388.00
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)

Position was originally funded by our department's budget. HIDTA received a grant to pay half of the salary, but grant was not renewed for 2012 year. Department will now be responsible for 100% of deputy's salary.

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

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|----|--|---------------------------|-----------------------------------|---|--|
| 1. | <u>Miguel Gallardo</u>
DEPARTMENT HEAD | <u>12/13/11</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez by Sylvia Rosi</u>
HUMAN RESOURCES DIRECTOR | <u>12.19.11</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
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 | | | |