

Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT



Date: 12/22/2011

**To: Esther Cortez, Human Resources
Director**

**From: Sergio Cruz
Budget Officer**

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 30326

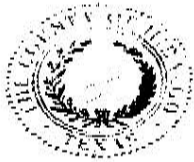
C.C. Date: 12/29/2011

Dept: I.T. (TEMP POSITIONS)

RECEIVED

[Signature]
DEC 22 2011

Human Resources



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: INFORMATION TECHNOLOGY

DATE: 12/14/2011

CURRENT POSITION TITLE: LUCA PROGRAM CLERK

CURRENT SLOT #: T033 & T034

REQUESTED POSITION TITLE: LUCA PROGRAM CLERK

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</u>	PC	\$	<u>18,720.00 X 2</u>	PC	\$	<u>\$ 37,440.00</u>	PC
	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 9.00
Enter hourly rate for temp. positions

Full Time Employee Object 121 Part Time Temporary Object 122 \$ 9.00 X 2080 = 18,720.00 X 2 = 37,440.00
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

<u>1/1/2012</u>	<u>7/1/2012</u>	<u>Mon. - Fri (8-5pm)</u>	<u>40</u>	<u>NOT TO EXCEED 6 MONTHS</u>
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)

AS PER VALDE AND RICK ALVAREZ THESE POSITIONS ARE NEEDED FOR THE LUCA PROGRAM.



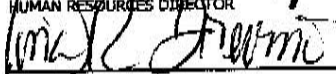
NEW POSITION: Brief job description and attach a copy of the new job description.

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	12/14/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO ^{PR}
2.	 HUMAN RESOURCES DIRECTOR	12/27/11 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/22/11 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			