



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ADM. (121-004)

DATE: 12/29/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0017

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

\$	0.00	\$	35,157.00	\$	35,157.00
	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: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Upon evaluation of the Department it is determined that this position is needed to assist the Department with the high demand of workload.


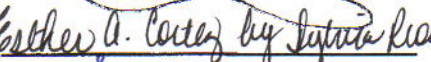

NEW POSITION: Brief job description and attach a copy of the new job description.

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

- | | | | | | |
|----|---|----------|-----------------------------------|---|-----------------------------|
| 1. |  | 1-3-12 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | Date | | | |
| 2. |  | 01-03-12 | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | |
| 3. |  | 1/3/2012 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | Date | | | |
| 4. | | | | | |
| | COMMISSIONERS' COURT APPROVAL | Date | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ADM. (121-004)

DATE: 12/29/2011

CURRENT POSITION TITLE: CLERK

CURRENT SLOT #: 0016

REQUESTED POSITION TITLE: CLERK

REQUEST FOR:

New Position

Temporary Position

Position Reclassification*

Other change from full-time to part-time status

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

POSITION SALARY REQUEST:

Salary Amount:

\$

27,500.00

Current G&S/ Budgeted Salary

\$

27,500.00

Proposed G&S/ Budgeted Salary

\$

0.00

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

13.2211

Enter hourly rate for temp. positions

Full Time Employee
Object 121

Part Time Temporary
Object 122

\$ 13.2211 * 2080 hrs = 27,500.00

Hourly Rate * 2,080 hrs. per year = Annual Salary

13.2211 * 1040 hrs per yr = 13,750.00 Actual Expenditures

TEMPORARY POSITIONS:

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)

Requesting to change the status from the full time position to a part time clerk position to accommodate the employee's needs due to

health reasons.

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

1-3-12 FUNDING AVAILABLE IN DEPT. BUDGET
Date

YES NO

2. Esther A. Cordaz by Debra Rice
HUMAN RESOURCES DIRECTOR

01-03-12 PERSONNEL PROCEDURES COMPLETED
Date

YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

1/3/2012 BUDGET PROCEDURES COMPLETED
Date

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date