

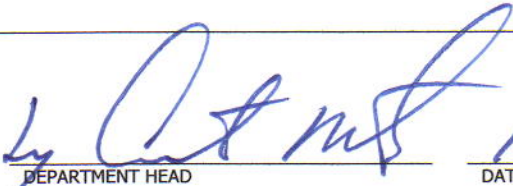


NEW POSITION: Brief job description and attach a copy of the new job description.

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>1-12-12</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>01-13-12</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>1/12/2012</u>	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: Jail (280-002)

DATE: January 17, 2012

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0400

REQUESTED POSITION TITLE: Captain

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>	\$	<u> 55,000.00 </u>	\$	<u> 55,000.00 </u>
		Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other Funds from Co. Wide Adm-Contingency

POSITION Type:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$ _____
				Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:	FLSA:
Exempt <input checked="" type="checkbox"/>	Exempt <input checked="" type="checkbox"/>
Non-Exempt <input type="checkbox"/>	Non-Exempt <input type="checkbox"/>
N/A <input type="checkbox"/>	

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

Request is part of a Sheriff's Office re-organization effort to correct a long standing management issue in jail operations. Currently Law Enforcement trained managers are managing jail operations. This concept was in place prior to 2005 and has continued. It is The Sheriff's contention that jail trained and certified managers should be in charge of Jail operations. This concept should enhance Jail operations and eliminate a possible liability issue.

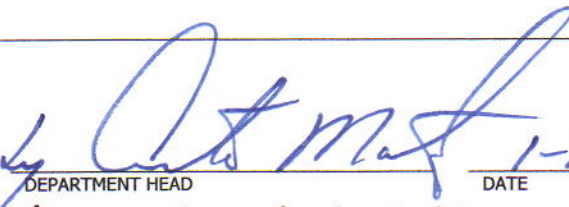
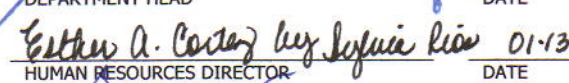

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- | | | | | | |
|----|---|-----------|-----------------------------------|---|--|
| 1. |  | 1-12-12 | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. |  | 01-13-12 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. |  | 1/12/2012 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |