



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: JAIL (280-002)

DATE: 2/22/2012

CURRENT POSITION TITLE: CAPTAIN

CURRENT SLOT #: 0399 & 0400

REQUESTED POSITION TITLE: CAPTAIN

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other ADD CLOTHING ALLOWANCE

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 500.00 X 2 \$ 1,000.00
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.)

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

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

Request is for parity purposes since all department captain positions are allowed clothing allowance as salary/wage compensation for personal services rendered to the County.

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>Emilia Uriegas</u>
DEPARTMENT HEAD | <u>02/23/12</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez by Sylvia Rios</u>
HUMAN RESOURCES DIRECTOR | <u>02-23-12</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>2/23/2012</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____
COMMISSIONERS' COURT APPROVAL | _____
Date | _____ | _____ | _____ |