

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

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

Funding available within our budget by decreasing auto allowance from Slot #002

Also transfer from Travel out of County object
Re

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Rosemary Treviño</u>
DEPARTMENT HEAD | <u>2/29/12</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esperanza Carbajal</u>
HUMAN RESOURCES DIRECTOR | <u>3/2/12</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/2/2-12</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE 110-006

DATE: 03/2/12

CURRENT POSITION TITLE: CHIEF ADMINISTRATOR

CURRENT SLOT. #: 0002

REQUESTED POSITION TITLE: N/A

REQUEST FOR: OF POSITION

New Position
 Temporary Position
 Position Reclassification*
 Other **DECREASE AUTO ALLOWANCE**

POSITION SALARY REQUEST:

<u>1</u>	<u>\$5,400.00</u>	<u>\$3,900.00</u>	\$	<u>(\$1,500.00)</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following: **N/A**

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

 Other _____

POSITION TYPE:

Full Time Employee Object 113
 Part Time Employee Object 114

 Full Time Temporary Object 121
 Part Time Temporary Object 122

Enter hourly rate for temp. positions

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:
 Exempt Non-Exempt
 Non-Exempt N/A

FLSA:
 Exempt Non-Exempt

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

Decrease will allow auto allowance for Slot #0028, which employee needs to attend various meetings on behalf of Judge Garcia.

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)

Decrease will allow funding for auto allowance for Slot #0028

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Ramon Acevedo</u>
DEPARTMENT HEAD | <u>2/29/12</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Catyng</u>
HUMAN RESOURCES DIRECTOR | <u>3/2/12</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/2/2012</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |