

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

Mechanic for Pfecinct Mechanic Shop. Job Description attached.

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)

Contact Mr. Agapito Vargas for additional job details.

Step and Grade salary Grade 4 is salary reference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|--|---|---|
| <p>1. <u><i>Alexander P. Ramirez</i></u> DEPARTMENT HEAD</p> <p>2. <u><i>Carla A. Colby</i></u> HUMAN RESOURCES DIRECTOR</p> <p>3. <u><i>D. S.</i></u> DEPARTMENT OF BUDGET & MANAGEMENT</p> <p>4. _____ COMMISSIONERS' COURT APPROVAL</p> | <p><u>3/1/2012</u> Date</p> <p><u>3/2/2012</u> Date</p> <p><u>3/2/2012</u> Date</p> <p>_____ Date</p> | <p>FUNDING AVAILABLE IN DEPT. BUDGET <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> |
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HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Precinct 2
Road Maintenance

Date: February 29, 2012

CURRENT POSITION TITLE:

CURRENT SLOT #: New Temporary Position
T083

REQUESTED POSITION TITLE: Mechanic I (Temporary Position)

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 \$ 23,385.00 \$ 23,385.00
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 \$ 11.25
Enter hourly rate for temp. positions
Temporary Full Time Employee Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

ASAP _____ After 6 Mos. _____ Mon. - Fri. - 8 Hrs/Day _____ Six (6) Months _____
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)

Need to hire experienced retired County employee because a current mechanic will be retiring soon and this will be a transition
to filling the vacant position. It is very important to not have a break in service due to vehicle maintenance needs.

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

Job Description Attached

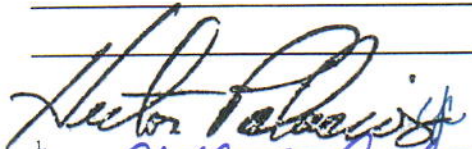
POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)


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


BCAP project that requires CountyWide Funds for the temporary positions and for the contracted portion. Total Estimated cost of the remediation is \$148,366.80. Available BCAP Roadwork Funds are \$17,365.04, Availabel BCAP Drainage Funds are \$21,980.53. Total funding needed from Countywide is \$109,020.73. For both these temporaries and the contracted portion.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
 DEPARTMENT HEAD

2. 
 HUMAN RESOURCES DIRECTOR

3. 
 DEPARTMENT OF BUDGET & MANAGEMENT

3/1/2012
 Date

3/2/2012
 Date

3/2/2012
 Date

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

4. _____
 COMMISSIONERS' COURT APPROVAL Date