



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: SHERIFF (280-001)

DATE: 7/6/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0370

REQUESTED POSITION TITLE: CHIEF OF STAFF

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 \$ 75,000.00 \$ 75,000.00
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 CO. WIDE ADM. - CONTINGENCY

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

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

Position will assume all administrative duties of deleted Chief Deputy position

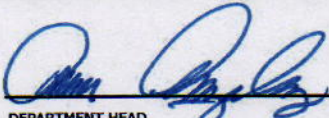
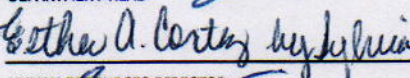

NEW POSITION: Brief job description and attach a copy of the new job description.

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 7/9/12 FUNDING AVAILABLE IN DEPT. BUDGET YES NO
Date
2. 
HUMAN RESOURCES DIRECTOR 07-09-12 PERSONNEL PROCEDURES COMPLETED YES NO
Date
3. 
DEPARTMENT OF BUDGET & MANAGEMENT 7/9/2012 BUDGET PROCEDURES COMPLETED YES NO
Date
4. _____
COMMISSIONERS' COURT APPROVAL Date