



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 4 R&B (124- 007)

DATE: 07/11/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0074

REQUESTED POSITION TITLE: Clerk IV

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

One	\$	0.00	\$	29,458.00	\$	29,458.00
No. Of Positions		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 _____

POSITION Type:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input checked="" 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.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

Position will be assisting with record keeping of all reimbursable projects, inter-local agreements and other clerical related duties in order to meet the growing needs and or questions of residents within the Hidalgo County Precinct 4 rural areas.

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>Joseph Palacios</u>
DEPARTMENT HEAD | <u>07/11/12</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>Beth A. Cortez by Debra K. ...</u>
HUMAN RESOURCES DIRECTOR | <u>07-12-12</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/13/2012</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |