



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **HIDTA TASK FORCE (270-003)**
HIDTA CHAPTER 59 (270-011)

DATE: 07/24/12

CURRENT POSITION TITLE: **ASSISTANT COMMANDER**

CURRENT SLOT. #: **G008 (270-003)**
G008 (270-011)

REQUESTED POSITION TITLE: **ASSISTANT COMMANDER**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other MERIT INCREASE

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

POSITION SALARY REQUEST:

<p>Salary Amount: HIDTA TASK FORCE (1291)</p>	<p>\$ <u>50,000.00 = 84.90694%</u> (Grade 16/ Step 1) Current Budgeted Salary</p>	<p>\$ <u>50,000.00 = 82.03580%</u> (Grade 16/ Step 2) Proposed Budgeted Salary</p>	<p>\$ <u>(0.00)</u> Net Change</p>
<p>HIDTA CH. 59 (1251)</p>	<p>\$ <u>8,888.00 = 15.09306%</u> (Grade 16/ Step 1) Current Budgeted Salary</p>	<p>\$ <u>10,949.00 = 17.96420%</u> (Grade 16/ Step 2) Proposed Budgeted Salary</p>	<p>\$ <u>2,061.00</u> Net Change</p>

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 _____
 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.)
CIVIL SERVICE:				
Exempt	<input checked="" type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
ADDITIONAL DUTIES HAVE BEEN ADDED, WHICH INCLUDES BUT NOT LIMITED TO THE FOLLOWING: RESEARCH AND PURCHASE OF TACTICAL SPECIALIZED LAW ENFORCEMENT EQUIPMENT AND HIGH VOLUME EQUIPMENT. PURCHASE AND ADMINISTRATION OF THE COMPUTER SYSTEM.

THE ADMINISTRATION OF THE ELECTRONIC SURVEILLANCE AND SECURITY SYSTEM.

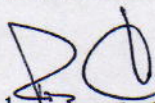

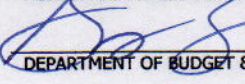
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 RDR RENE GUERRA DEPARTMENT HEAD	7/25/2012 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 ESTELA A. CORTAZ HUMAN RESOURCES DIRECTOR	7/27/12 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/27/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		