



# HIDALGO COUNTY

## Personnel Adjustment Request Form Human Resources

**RECEIVED**  
AUG 02 2012

DEPARTMENT NAME/NUMBER: SANITATION PCT.3 (123-001)      DATE: 7/25/2012

CURRENT POSITION TITLE: TRUCK DRIVER III      CURRENT SLOT #: 0019

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other Deletion of Position

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$	28,000.00	\$	0.00	\$	(28,000.00)
	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 \_\_\_\_\_

**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.)
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**CIVIL SERVICE:**  
 Exempt     FLSA: Exempt   
 Non-Exempt     Non-Exempt   
 N/A

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

Position not needed.

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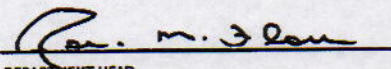
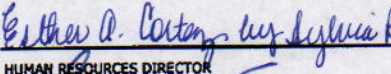

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. | <br>DEPARTMENT HEAD                   | <u>7/26/12</u><br>Date    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <br>HUMAN RESOURCES DIRECTOR          | <u>08-02-12</u><br>Date   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>08/02/2012</u><br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____  | _____                     | _____                             | _____                                   | _____                       |
|    | COMMISSIONERS' COURT APPROVAL  | Date                      |                                   |   |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**RECEIVED**  
*AK* **AUG 02 2012**

Human Resources

DEPARTMENT NAME/NUMBER: SANITATION PCT.3 (123-001)

DATE: 7/25/2012

CURRENT POSITION TITLE: MAINTENANCE I

CURRENT SLOT #: ~~0019~~ 026

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other Deletion of Position

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 24,880.00      \$ 0.00      \$ (24,880.00)  
 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   
  \_\_\_\_\_  
 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        **FLSA:**    Exempt      
 Non-Exempt        Non-Exempt      
 N/A   

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

Position not needed.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	<u><i>R. M. Evans</i></u> DEPARTMENT HEAD	<u>7/26/12</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u><i>Esther L. Cortez by Sylvia Rios</i></u> HUMAN RESOURCES DIRECTOR	<u>08-02-12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>08/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date		



**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)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |  |                         |                                   |   |                             |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>R. M. Elms</i></u><br>DEPARTMENT HEAD                              | <u>7/26/12</u><br>DATE  | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Ortiz by Sylvia Kosi</i></u><br>HUMAN RESOURCES DIRECTOR | <u>07-31-12</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT           | <u>08/02/12</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE                    |                                   |   |                             |