



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Veterans Services (370)

DATE: August 07, 2012

CURRENT POSITION TITLE: Clerk II

CURRENT SLOT. #: 005

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

**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: \$ 23,927.00      \$ 0.00      \$ (23,927.00)  
Grade 3/ Step 4  
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     
 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:      FLSA:  
 Exempt       Exempt   
 Non-Exempt       Non-Exempt   
 N/A

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

do not need this position at this time.

---



---



---



---

**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)

---

---

---

**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>[Signature]</i></u><br>DEPARTMENT HEAD                              | <u>8/7/12</u><br>DATE    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez by Debra Lewis</i></u><br>HUMAN RESOURCES DIRECTOR | <u>08-08-12</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT            | <u>8/17/2012</u><br>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.	<i>[Signature]</i> DEPARTMENT HEAD	<i>08/16/2012</i> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<i>[Signature]</i> HUMAN RESOURCES DIRECTOR	<i>8/16/2012</i> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	<i>8/17/2012</i> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			