



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: TX AGRILIFE EXTENSION SERVICES - TEXAS DATE: 9/17/2012
 CITRUS MUTUAL (380-002)

CURRENT POSITION TITLE: N/A CURRENT SLOT #: T001

REQUESTED POSITION TITLE: COORDINATOR I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

\$	<u>0.00</u>	\$	<u>32,642.00</u>	\$	<u>32,642.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

Allowance Amount:

\$	<u>0.00</u>	\$	<u>4,000.00</u>	\$	<u>4,000.00</u>
	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 Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

<u>Upon CC approval</u>	<u>3/31/2013</u>	<u>Mon - Sat</u>	<u>40 plus</u>	<u>Not to exceed 6 months and/or 12/31/12</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

Please Note: Funding for the temporary full time Coordinator I position, slot T001 to cover through March 31, 2013. All temporary positions can only be authorized until the end of the County Fiscal year which runs from January through December. Department will submit request in December 2012 to extend position for 2013.

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

Coordinate educational events for dissemination of Citrus Greening materials. Meet with owners of trailer parks to coordinate treatment for Citrus Psyllid, the vector of Citrus Greening Disease. Organize training for volunteers. Schedule volunteers for educational presentations and for festivals and events. Order materials and post information and changes to Citrus Greening webpage via Word Press.

Educator needed to address citrus greening disease.

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

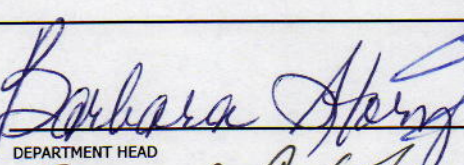
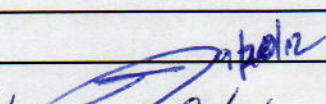
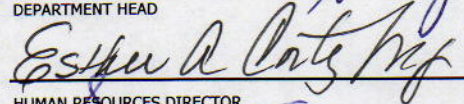
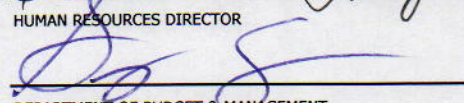
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POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

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	 9/17/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	9.19.12 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	9/19/2012 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			