



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
OCT 10 2012
Human Resources

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

DATE: 10/10/12

CURRENT POSITION TITLES: Director of Construction

CURRENT SLOT. #: 0070

REQUESTED POSITION TITLE:

REQUEST FOR:

New Positions Temporary Position Position Reclassification* Other Delete

POSITION SALARY REQUEST:

1	\$48,500.00	\$0.00	(\$48,500.00)
NO. OF POSITIONS	CURRENT BUDGETED SALARY	PROPOSED SALARY (GRADE & STEP)	NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

 Other No Budget Impact

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 <input type="checkbox"/>		Exempt <input checked="" type="checkbox"/>		
Non-Exempt <input checked="" type="checkbox"/>		Non-Exempt <input type="checkbox"/>		
N/A <input type="checkbox"/>				

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

Current position is no longer needed.

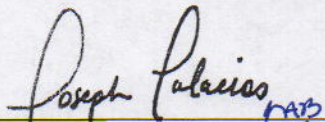


NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	10/10/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	10.12.12 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	10/11/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



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RECEIVED
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Human Resources

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

DATE: 10/10/12

CURRENT POSITION TITLES:

CURRENT SLOT. #: 0075

REQUESTED POSITION TITLE: Safety Coordinator

REQUEST FOR:

New Positions Temporary Position Position Reclassification* Other Create

POSITION SALARY REQUEST:

<u>1</u>	<u>\$0.00</u>	<u>\$48,500.00</u>	<u>\$48,500.00</u>
NO. OF POSITIONS	CURRENT BUDGETED SALARY	PROPOSED SALARY (GRADE & STEP)	NET CHANGE

Position to be funded from one of the following:

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Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
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Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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CIVIL SERVICE:		FLSA:		
Exempt <input type="checkbox"/>		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 is required in order to monitor and apply all mandated safety regulations at Precinct 4 sites to include, Administration Office, Edinburg Recovery Site, Linn-San Manuel Recovery Site, Davis & Terrry Rds Brush Site, SCCRC, J.R. "Milo" Ponce Memorial Park and all daily project sites.

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

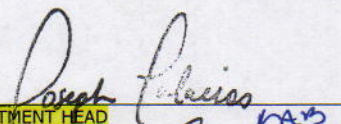
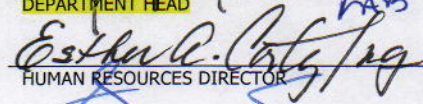

See Attached

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

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3.	 DEPARTMENT OF BUDGET & MANAGEMENT	10/11/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		