

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.	<u>Thomas R. Keri</u> DEPARTMENT HEAD	<u>1/2/13</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Arthur A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>01-03-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>Michael J. ...</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1-04-13</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE	_____	_____



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: URBAN COUNTY - CDBG (250-001)

DATE: 01/02/2013

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0034

REQUESTED POSITION TITLE: MONITOR III
(For new positions or reclassifications)

REQUEST FOR:

New Position

Temporary Position

Position Reclassification*

Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary

52,002.00 ⁸⁰⁵
52,001.61

Proposed Budgeted Salary

52,002.00 ⁸⁰⁵
52,001.61

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 Temporary
Object 121

Part Time Temporary
Object 122

\$ _____
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

FLSA:

Exempt

Non-Exempt

Non-Exempt

N/A

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

THIS POSITION WILL BETTER SERVE THE NEEDS OF THE DEPARTMENT

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HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- 1. *Alana R. Jones* 1/2/13
DEPARTMENT HEAD DATE
- 2. *Esther A. Cortez by Sylvia Rios* 01-03-03
HUMAN RESOURCES DIRECTOR DATE
- 3. *Andrés C. Pardo* 01-04-03
DEPARTMENT OF BUDGET & MANAGEMENT DATE
- 4. _____ DATE
COMMISSIONERS COURT APPROVAL

- FUNDING AVAILABLE IN DEPT. BUDGET YES NO
- PERSONNEL PROCEDURES COMPLETED YES NO
- BUDGET PROCEDURES COMPLETED YES NO