



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TX AGRILIFE EXTENSION SERVICES - TEXAS DATE: 1/25/2013
 CITRUS MUTUAL (380-002)

CURRENT POSITION TITLE: COORDINATOR I CURRENT SLOT #: T002

REQUESTED POSITION TITLE: COORDINATOR I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Authorize Auto Allowance

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

POSITION SALARY REQUEST:

Allowance Amount:

\$ 0.00 \$ 4,000.00 \$ 4,000.00
 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 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 06/30/13</u>
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)

Will be traveling across Hidalgo County providing educational programs on Citrus Greening and to meet with owners of trailer parks and private
home concerning treatment options for Citrus Psyllid, the insect vector of Citrus Greening Disease. Auto allowance is mandated by the
Grant requirements.

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>Barbara Steny</u> DEPARTMENT HEAD	<u>1/25/13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Geetha. Conroy / rjr</u> HUMAN RESOURCES DIRECTOR	<u>01-28-13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>Ma R. Stromo</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/28/13</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date		