



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ALTERNATIVE INCARCERATED PROGRAM (320-034) DATE: 2/5/2013

CURRENT POSITION TITLE: N/A CURRENT SLOT #: 0006

REQUESTED POSITION TITLE: SECURITY TECHNICIAN

**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 G&S/ Budgeted Salary    \$ 30,000.00 Proposed G&S/ Budgeted Salary    \$ 30,000.00 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

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt  FLSA: Exempt   
Non-Exempt  Non-Exempt   
N/A

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

Numbers served far exceed the initial funding.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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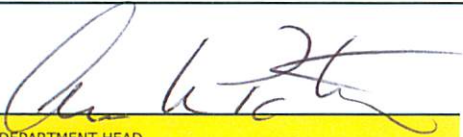


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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	<u>1-23-13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>01-25-13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>02/13/2013</u> Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ALTERNATIVE INCARCERATED PROGRAM (320-034) DATE: 2/5/2013

CURRENT POSITION TITLE: N/A CURRENT SLOT #: 0005

REQUESTED POSITION TITLE: SECURITY TECHNICIAN

### 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 G&S/ Budgeted Salary      \$ 30,000.00 Proposed G&S/ Budgeted Salary      \$ 30,000.00 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

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

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**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)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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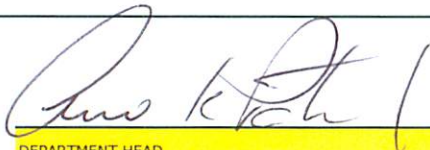
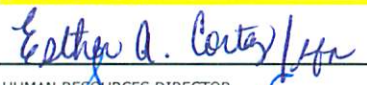

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	1-23-12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	01-25-13 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	02/13/2013 Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			