



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **CONSTABLE PCT 2 (292-001)**

DATE: **02/20/13**

CURRENT POSITION TITLE: **SOLID WASTE ENFORCEMENT OFFICER II  
(TRANSFER OUT FROM PCT 2 SANIT.)**

CURRENT SLOT. #: **0012**

REQUESTED POSITION TITLE: **DEPUTY CONSTABLE STEP II**

**REQUEST FOR: OF POSITION**

New Position     Temporary Position     Position Reclassification\*

**POSITION & EMPLOYEE TRANSFER**

Other **IN**

**POSITION SALARY REQUEST:**

<u>1</u>	<u>-0-</u>	<u>40,510.00</u>	\$	<u>40,510.00</u>
NO. OF POSITIONS	CURRENT SALARY/ ALLOWANCE	PROPOSED SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other **FUNDS TO BE TRANSFERRED FROM PCT 2 SANIT.(3-1100-432-00-122-001-0-XXX)**

**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.)
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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)

AS PER AGREEMENT BETWEEN COMMISSIONER PRECINT NO. 2, HECTOR PALACIOS AND CONSTABLE PRECINCT NO. 2, MARTIN N. CANTU. & AS PER CHAPTER 3 OF THE CIVIL SERVICE COMMISSION RULES.

**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.	<b>DEPARTMENT HEAD</b>	<i>[Signature]</i>	DATE	02.21.13	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	FUNDING AVAILABLE IN DEPT. BUDGET
2.	HUMAN RESOURCES DIRECTOR	<i>[Signature]</i>	DATE	02.21.13	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PERSONNEL PROCEDURES COMPLETED
3.	DEPARTMENT OF BUDGET & MANAGEMENT	<i>[Signature]</i>	DATE	02/20/2013	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	BUDGET PROCEDURES COMPLETED
4.	COMMISSIONERS COURT APPROVAL		DATE			



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **CONSTABLE PCT 2 (292-001)**

DATE: **02/20/13**

CURRENT POSITION TITLE: **SOLID WASTE ENFORCEMENT OFFICER II  
(TRANSFER OUT FROM PCT 2 SANIT.)**

CURRENT SLOT. #: **0013**

REQUESTED POSITION TITLE: **DEPUTY CONSTABLE STEP II**

**REQUEST FOR: OF POSITION**

New Position     Temporary Position     Position Reclassification\*

**POSITION & EMPLOYEE TRANSFER**

Other **IN**

**POSITION SALARY REQUEST:**

<u>1</u>	<u>-0-</u>	<b>Salary 40,510.00 Allowance 2,700.00</b>	\$	<b>Salary 40,510.00 Allowance 2,700.00</b>
NO. OF POSITIONS	CURRENT SALARY/ ALLOWANCE	PROPOSED SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other **FUNDS TO BE TRANSFERRED FROM PCT 2 SANIT.(3-1100-432-00-122-001-0-XXX)**

**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:	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)

AS PER AGREEMENT BETWEEN COMMISSIONER PRECINCT NO. 2, HECTOR PALACIOS AND CONSTABLE PRECINCT NO. 2, MARTIN N. CANTU. & AS PER CHAPTER 3 OF THE CIVIL SERVICE COMMISSION RULES.

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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. | <u><i>Paul Duley</i></u><br>DEPARTMENT HEAD                    | <u><i>for Martin Camp / RS</i></u><br>DATE <u><i>2/20/2013</i></u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Bethed. Cortez</i></u><br>HUMAN RESOURCES DIRECTOR       | DATE <u><i>02-21-13</i></u>  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | DATE <u><i>02/20/2013</i></u>                                      | 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: **PCT 2 SANITATION (122-001)**

DATE: **02/20/13**

CURRENT POSITION TITLE: **SOLID WASTE ENFORCEMENT OFFICER II**

CURRENT SLOT. #: **0024**

REQUESTED POSITION TITLE: -

**REQUEST FOR: OF POSITION**

New Position  Temporary Position  Position Reclassification\*

**POSITION & EMPLOYEE TRANSFER**

Other **OUT**

**POSITION SALARY REQUEST:**

<u>1</u>	<u>40,510.00</u>	<u>-0-</u>	\$	<u>(40,510.00)</u>
NO. OF POSITIONS	CURRENT SALARY/ ALLOWANCE	PROPOSED SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds

Other **FUNDS TO BE TRANSFERRED TO CONST. PCT 2**

**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: Exempt  Non-Exempt  N/A

FLSA: Exempt  Non-Exempt

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

AS PER AGREEMENT BETWEEN COMMISSIONER PRECINT NO. 2, HECTOR PALACIOS AND CONSTABLE PRECINCT NO. 2, MARTIN N. CANTU. & AS PER CHAPTER 3 OF THE CIVIL SERVICE COMMISSION RULES.

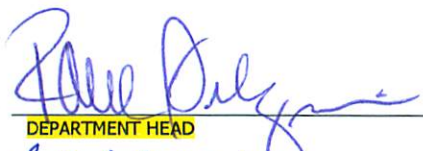


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. | <br>DEPARTMENT HEAD                   | 2/20/2013<br>DATE  | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <br>HUMAN RESOURCES DIRECTOR          | 02-21-13<br>DATE   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 02/20/2013<br>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: **PCT 2 SANITATION (122-001)**

DATE: **02/20/13**

CURRENT POSITION TITLE: **SOLID WASTE ENFORCEMENT OFFICER II**

CURRENT SLOT. #: **0025**

REQUESTED POSITION TITLE: -

**REQUEST FOR: OF POSITION**

New Position     Temporary Position     Position Reclassification\*

**POSITION & EMPLOYEE TRANSFER**

Other **OUT**

**POSITION SALARY REQUEST:**

<u>1</u>	<b>Salary 40,510.00</b>	<u>-0-</u>	\$	<b>Salary (40,510.00)</b>
NO. OF POSITIONS	<b>Allowance 2,700.00</b>	PROPOSED SALARY/ ALLOWANCE		<b>Allowance (2,700.00)</b>
	CURRENT SALARY/ ALLOWANCE			NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other **FUNDS TO BE TRANSFERRED TO CONST. PCT 2**

**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 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)

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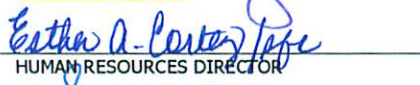

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	<u>2/20/2013</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>02-21-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>02/20/2013</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		