



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PCT 4 ROAD MAINTENANCE (124-007) DATE: 2/26/2013  
 CURRENT POSITION TITLE: N/A CURRENT SLOT #: 0076  
 REQUESTED POSITION TITLE: SPECIAL PROJECTS COORDINATOR

**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      \$ 49,000.00      \$ 49,000.00  
 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    CW ADM - CONTINGENCY (1200)

**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:    FLSA:  
 Exempt        Exempt      
 Non-Exempt        Non-Exempt      
 N/A   

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

Department is in need of a Special Projects Coordinator to oversee, coordinate and manage all upcoming special projects.

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>Joseph Palaciso</u> DEPARTMENT HEAD	<u>2/26/13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<u>Anthony Cortez Iffo</u> HUMAN RESOURCES DIRECTOR	<u>02-28-13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>02/28/2013</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			