



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CONSTABLE PRECINCT 4

DATE: 03-05-2013

CURRENT POSITION TITLE: DEPUTY CONSTABLE (STEP I)

CURRENT SLOT. #: 20

REQUESTED POSITION TITLE: N/A
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount: \$ 39,140.00 \$ 0.00 \$ -39,140.00
 Current Budgeted Salary Proposed 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 _____
 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: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	FLSA: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
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JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

AS PER COUNTY POLICY, CONSTABLE PRECINCT 4 IS ALLOTTED TWO SERGEANT POSITIONS, AS SUCH WE ARE SEEKING TO
 DELETE A VACANT DEPUTY POSITION AND CREATE A SERGEANT POSITION.

1.	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	JE. "EDDIE" GUERRA	3-6-2013			
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	<i>Esther A. Cortez</i>	03-06-13			
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	<i>[Signature]</i>	03/07/2013			
4.	COMMISSIONERS COURT APPROVAL	DATE			

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CONSTABLE PRECINCT 4

DATE: 03-05-2013

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 21

REQUESTED POSITION TITLE: SERGEANT (STEP I)
(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 \$ 47,359.00 \$ 47,359.00
Current Budgeted Salary Proposed 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 _____
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 Exempt
Non-Exempt Non-Exempt
N/A

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

AS PER COUNTY POLICY, CONSTABLE PRECINCT 4 IS ALLOTTED TWO SERGEANT POSITIONS, AS SUCH WE ARE SEEKING TO
DELETE A VACANT DEPUTY POSITION AND CREATE A SERGEANT POSITION.

1.	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	YES <input type="checkbox"/> NO <input type="checkbox"/>
	J.S. "BOBBIE" GUERRA	3-6-2013		
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	<i>Elizabeth A. Cortez Lopez</i>	03.06.13		
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	<i>[Signature]</i>	03/07/2013		
4.	COMMISSIONERS COURT APPROVAL	DATE		

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

SEE ATTACHED

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