



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Purchasing 160

DATE: 2/28/2013

CURRENT POSITION TITLE: Buyer II

CURRENT SLOT. #: 016

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Delete

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

POSITION SALARY REQUEST:

Salary Amount: \$ ~~37,969.00~~ 39,108.00 \$ _____ \$ (39,108.00)

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 _____

2013 MAR 8 PM 2:39
HIDALGO COUNTY
BUDGET OFFICE

TEMPORARY POSITIONS:

| 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
N/A

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

The department operates with 3 Buyer IIs + 3 Buyer IIIs. Currently that covers our procurement demands. This deletion is necessary to complete the Purchase Order Division which is greatly under staffed.

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)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Martha L Salazar</u> DEPARTMENT HEAD | <u>3/5/13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / HJR</u> HUMAN RESOURCES DIRECTOR | <u>03-05-13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Jim R. Arzoo</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/11/13</u> 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: Purchasing 160

DATE: 2/28/2013

CURRENT POSITION TITLE: Administrative Assistant II

CURRENT SLOT. #: 020

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Delete

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

POSITION SALARY REQUEST:

Salary Amount: \$ 30,141.00 - 31,045.00 \$ _____ \$ (31,045.00) net

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

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

This position is being deleted due to incorporating the duties and responsibilities w/ the Clerk III + Procurement card Specialist, which means this position is no longer needed.

RECEIVED
MAR 05 2013
HUMAN RESOURCES

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)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Martha L. Salazar</u> DEPARTMENT HEAD | <u>3-5-13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / ypc</u> HUMAN RESOURCES DIRECTOR | <u>03-05-13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Jim D. Brown</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/11/13</u> 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: Purchasing 160

DATE: 2/28/2013

CURRENT POSITION TITLE: Surplus Specialist

CURRENT SLOT. #: 022

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Delete

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

POSITION SALARY REQUEST:

Salary Amount: \$ ~~30,489.00~~ 31,404.00 \$ _____ \$ (31,404.00) APR

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: | | | | |
| Exempt | <input type="checkbox"/> | FLSA: | 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)

This position is being removed to create a position that will handle more of the administration and reconciliation of the surplus inventory, which demands a higher expertise and education to maintain the proper documentation and monthly reconciliation of the inventory

MAR 05 8 PM 2013
 HIDALGO COUNTY
 BUDGET OFFICE

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)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Martha L Salazar</u> DEPARTMENT HEAD | <u>3-5-13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / sfn</u> HUMAN RESOURCES DIRECTOR | <u>03-05-13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Mike R. Brown</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/11/13</u> 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: Purchasing 160

DATE: 2/28/2013

CURRENT POSITION TITLE: Clerk II

CURRENT SLOT. #: 026

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Delete

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

POSITION SALARY REQUEST:

Salary Amount: \$ 21,653.00 ~~21,653.00~~ 22,303.00 \$ \$ (22,303.00) MP

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: | | | | |
| Exempt | <input type="checkbox"/> | FLSA: 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)

Object This position is being deleted due to fact the duties
were incorporated with the Clerk III responsibilities and
these position is no longer necessary

2013 MAR 8 PM 2:39
HIDALGO COUNTY
BUDGET OFFICE

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)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

ADD:

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Martha L Salazar</u> DEPARTMENT HEAD | <u>3-5-13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / ppc</u> HUMAN RESOURCES DIRECTOR | <u>03-05-13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Jim K. Strom</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>03/11/13</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

sdfsdfsd

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|--|------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Martha L Salazar</u> DEPARTMENT HEAD | <u>3/5/13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Castro</u> HUMAN RESOURCES DIRECTOR | <u>3/12/13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Michael C. Brown</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/11/13</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|--|------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Martha L. Saper</u> DEPARTMENT HEAD | <u>3/5/13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Erin A. LaFling</u> HUMAN RESOURCES DIRECTOR | <u>3/12/13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Eric J. Garm</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/11/13</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|---|------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Martha L Salazar</u> DEPARTMENT HEAD | <u>3/5/13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther de Cortes</u> HUMAN RESOURCES DIRECTOR | <u>3/12/13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/11/13</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |