



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDALGO COUNTY PRECINCT #3/123

DATE: 3/7/2013

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

CURRENT SLOT #: 0092

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: \$ 42,000.00 Current Budgeted Salary     
 \$ \_\_\_\_\_ Proposed Budgeted Salary     
 \$ (42,000.00) 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  \_\_\_\_\_  
 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)

FUNDING SET ASIDE FOR THIS POSITION IS GREATLY NEEDED FOR OPERATIONS IN ROADS AND BRIDGES.

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

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

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

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

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| 1. | <u><i>Patricia M. Sloan</i></u>                | <u>3/12/13</u>    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                                | DATE              |                                   |   |                             |
| 2. | <u><i>Katherine Cortez Ley Sylvia Rios</i></u> | <u>03-14-13</u>   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR                       | DATE              |                                   |   |                             |
| 3. | <u><i>[Signature]</i></u>                      | <u>03/15/2013</u> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT              | DATE              |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL                   | DATE              |                                   |   |                             |



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDALGO COUNTY PRECINCT #3/123

DATE: 3/7/13

CURRENT POSITION TITLE: CLERK III

CURRENT SLOT. #: 0087

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other See Below *(salary adjustment)*

\*For New or Temporary Positions, select the Job Family and the Position.

**POSITION SALARY REQUEST:**

Salary Amount: \$ 28,840.00 Current Budgeted Salary     \$ 42,000.00 Proposed Budgeted Salary     \$ 13,160.00 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
  - 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)

EMPLOYEE WILL ACQUIRE ALL RESPONSIBILITIES AND DUTIES OF THE ADMINISTRATIVE ASSISTANT IV DUE TO THE POSITION BEING DELETED.

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

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

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

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

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| 1. | <u><i>R. M. J. Low</i></u>                    | <u>3/12/13</u>    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                               | DATE              |                                   |   |                             |
| 2. | <u><i>Ethel D. Cortez by Sylvia River</i></u> | <u>03-14-13</u>   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR                      | DATE              |                                   |   |                             |
| 3. | <u><i>ASJ</i></u>                             | <u>03/15/2013</u> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT             | DATE              |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL                  | DATE              |                                   |   |                             |