



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDALGO COUNTY PRECINCT NO.2 / #122

DATE: 4/9/2013

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 008-T040&T041

REQUESTED POSITION TITLE: ATTENDANT (2) POSITIONS
(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 Current Budgeted Salary \$ \$18,512 / \$8.90 HR. X 2 Proposed Budgeted Salary \$ \$37,024.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other Estimate Actual Expense Base: 36 hr. / wk for 10 weeks @ \$8.90 hr. x 2 Positions; \$6,408 for Salaries

pc see pg. 2

pc

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
 $8.90 \times 2080 \text{ hrs.} = \$18,512.00 \text{ Annually}$
 $\text{Hourly Rate} \times 2,080 \text{ hrs. per year} = \text{Annual Salary}$

TEMPORARY POSITIONS:

<u>6/3/2013</u> Start Date	<u>8/12/2013</u> End Date	<u>Tuesday-Sunday 1 - 7pm</u> Working Days & Hours	<u>36</u> Hours Per Week	<u>10 weeks</u> Duration (2 weeks, 3 months, etc.)
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- CIVIL SERVICE:
- Exempt
 - Non-Exempt
 - N/A
- FLSA:
- Exempt
 - Non-Exempt

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

ATTENDANT IS NEEDED TO TAKE ACCOUNT OF ALL DAILY ATTENDANCE RECEIPTS OF THE POOL AND WILL BE DOING LIGHT CLERICAL DUTIES LIKE FILLING OUT REPORTS & MAKING DEPOSITS TO THE BANK ON A DAILY BASIS.

4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT _____ DATE _____

2. HUMAN RESOURCES DIRECTOR _____ DATE _____

1. DEPARTMENT HEAD _____ DATE 4/9/2013

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

4/9/2013

4/15/2013

4/10-13

4/9/2013

4/9/2013

BUDGET & MANAGEMENT: Classification and Salary Recommendation

*Funds transfer from Cowiide-Admin
Contingency PC*

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 JOB DESCRIPTION

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

4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT _____ DATE 02/15/2013

2. HUMAN RESOURCES DIRECTOR _____ DATE 04-10-13
Esther A. Lopez by Sylvia Kooi

1. DEPARTMENT HEAD _____ DATE 4/9/2013
Walter P. ...

BUDGET PROCEDURES COMPLETED YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

BUDGET & MANAGEMENT: Classification and Salary Recommendation
Funds Transfer from Co. Wide Admin - Contingency. Pa.

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 JOB DESCRIPTION

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