



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PCT. 1 ROAD ADMIN. (121-004)

DATE: 2/1/2013

CURRENT POSITION TITLE: Administrative Assistant IV

CURRENT SLOT #: ~~0004~~
003 HR

REQUESTED POSITION TITLE:

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:

\$ \$51,500.00 \$ _____ \$ (# 51,500.00)
~~50,500.00~~ HR Proposed G&S/ Budgeted Salary ~~(50,500.00)~~ HR
Current 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 _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions

Full Time Employee 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.) |
|------------|----------|----------------------|----------------|------------------------------------|
|------------|----------|----------------------|----------------|------------------------------------|

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

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

Upon evaluation of the Department, it is determined that this position be deleted to create a position to assist with the essential needs of the Road & Bridge department.

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


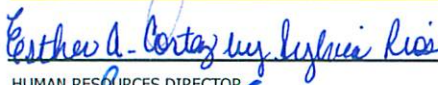

(See Attachment)

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>4-3-13</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | DEPARTMENT HEAD | Date | | | | | |
| 2. |  | <u>04-04-13</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | | | |
| 3. |  | <u>04-05-2013</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: PCT. 1 ROAD ADMIN. (121-004)

DATE: 4/3/2013

CURRENT POSITION TITLE: ACCOUNTANT III

CURRENT SLOT #: 0007

REQUESTED POSITION TITLE:

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:

\$ 51,500.00 \$ _____ \$ (51,500.00)
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 _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions

Full Time Employee 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.)

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

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

Upon evaluation of the Department, it is determined that this position be deleted to create a position to assist with the work load of the Road & Bridge department.

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




(See Attachment)

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>4-3-13</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | DEPARTMENT HEAD | Date | | | | | |
| 2. |  | <u>04-04-13</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | | | |
| 3. |  | <u>04.05.2013</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: PCT. 1 ROAD MAINTENANCE (121-005)

DATE: 4/3/2013

CURRENT POSITION TITLE:

CURRENT SLOT #: 0136

REQUESTED POSITION TITLE: CONSTRUCTION INSPECTOR

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 \$ 41,500.00 \$ 41,500.00
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 _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions

Full Time Employee 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.)

CIVIL SERVICE:

Exempt FLSA: Exempt

Non-Exempt Non-Exempt

N/A

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

Upon evaluation of the Department it is determined that this position is needed to assist with the Department's high demand of workload.


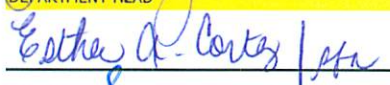

NEW POSITION: Brief job description and attach a copy of the new job description.

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. |  | 4-3-13 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | Date | | | |
| 2. |  | 04-04-13 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | |
| 3. |  | 04.05.2013 | 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: PCT. 1 ROAD MAINTENANCE (121-005)

DATE: 4/3/2013

CURRENT POSITION TITLE:

CURRENT SLOT #: 0137

REQUESTED POSITION TITLE: MAINTENANCE III

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 \$ 35,500.00 \$ 35,500.00
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 _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions

Full Time Employee 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.)

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

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

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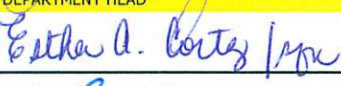

NEW POSITION: Brief job description and attach a copy of the new job description.

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| | HUMAN RESOURCES DIRECTOR | Date | | | |
| 3. |  | 04.05.2013 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | Date | | | |
| 4. | | | | | |
| | COMMISSIONERS' COURT APPROVAL | Date | | | |