



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 140 MOTOR VEHICLE DATE: April 26, 2013  
 CURRENT POSITION TITLE: DEPUTY CLERK III CURRENT SLOT #: 0019  
 REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position  Temporary Position  Position Reclassification\*  Other DECREASE IN AUTO ALLOWANCE

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 1,500.00 Current G&S/ Budgeted Salary    \$ 900.00 Proposed G&S/ Budgeted Salary    \$ (600.00) Net Change

Position to be funded from one of the following:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds

Other NO BUDGET IMPACT. FUNDS FROM AUTO ALLOW. DECREASE TO SLOT 0019 WILL COVER FOR AUTO ALLOW. INCREASE TO SLOT NO. 0021

**POSITION Type:**

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

Full Time Employee Temporary 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.)
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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)

EMPLOYEE IN SLOT 19 WILL NO LONGER BE TRAVELING AS MUCH AS EMPLOYEE IN SLOT 21 DUE TO RE-ASSIGNMENT OF SUB-STATION.

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

SEE ATTACHED COPY OF JOB DESCRIPTION FOR DEPUTY CLERK III

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

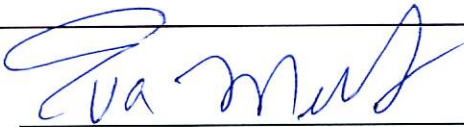
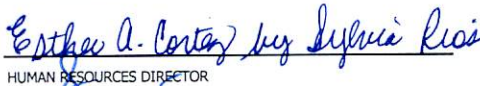

**COMMENTS:** (Any comments you wish to make regarding this request)

NO BUDGETARY IMPACT.

**HUMAN RESOURCES:** Classification and Salary Recommendation

effective next full pay period - OK'd by Eva Miradas - April 30, 2013

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

1.	 DEPARTMENT HEAD	4/23/13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	04-30-13 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/06/2013 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date		



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

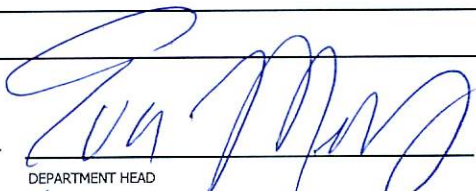

**COMMENTS:** (Any comments you wish to make regarding this request)

NO BUDGETARY IMPACT.

**HUMAN RESOURCES:** Classification and Salary Recommendation

effective next full pay period. OK'd by Eva Mireles HR  
04-30-13

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

1.		4/23/13	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.	Esther A. Cortez by Sylvia Rios	04.30.13	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		05/06/2013	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.	_____	_____	COMMISSIONERS' COURT APPROVAL		
		Date			