



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Constable Pct. 1 291-001

DATE: 5/10/2013

CURRENT POSITION TITLE: \_\_\_\_\_

CURRENT SLOT #: 0017

REQUESTED POSITION TITLE: Deputy Constable

**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      \$ 37,574.00      \$ 37,574.00  
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 its 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.

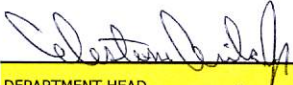


**Protect county residents and property, enforces laws and serves legal documents, as appropriate. Depending on the assigned precinct duties include primarily law enforcement and patrol or edcecution of civil and criminal processes.**

**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. | <br>DEPARTMENT HEAD                   | <b>5/10/2013</b><br>Date  | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| 2. | <br>HUMAN RESOURCES DIRECTOR          | <b>5/13/13</b><br>Date    | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | <b>05/20/2013</b><br>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: Constable Pct. 1 291-001

DATE: 5/10/2013

CURRENT POSITION TITLE: \_\_\_\_\_

CURRENT SLOT #: 0018

REQUESTED POSITION TITLE: Deputy Constable

### 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      \$ 37,574.00      \$ 37,574.00  
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 its 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.

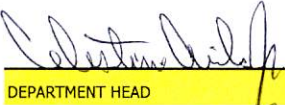
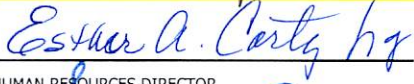
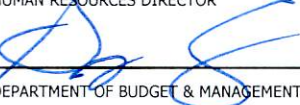
**Protect county residents and property, enforces laws and serves legal documents, as appropriate. Depending on the assigned precinct duties include primarily law enforcement and patrol or edcecution of civil and criminal processes.**

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

- |    |  |                           |                                   |   |  |
|----|--|---------------------------|-----------------------------------|---|--|
| 1. | <br>DEPARTMENT HEAD                   | <u>5/10/2013</u><br>Date  | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| 2. | <br>HUMAN RESOURCES DIRECTOR          | <u>5/13/13</u><br>Date    | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
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| 4. | _____  | _____                     | _____                             | _____                                   | _____                                  |
|    | COMMISSIONERS' COURT APPROVAL  | Date                      |                                   |   |  |



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Constable Pct. 1 291-001

DATE: 5/10/2013

CURRENT POSITION TITLE: \_\_\_\_\_

CURRENT SLOT #: 0019

REQUESTED POSITION TITLE: Deputy Constable

### 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      \$ 37,574.00      \$ 37,574.00  
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  Non-Exempt  N/A   
FLSA: Exempt  Non-Exempt

**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.

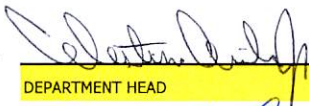

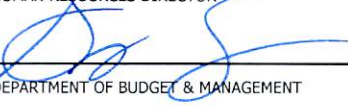
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.		<b>5/10/2013</b>	Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD					
2.		5-13-13	Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR					
3.		05/20/2013	Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT					
4.						
	COMMISSIONERS' COURT APPROVAL	Date				