



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 200

DATE: 05/08/2013

CURRENT POSITION TITLE: GIS CLERK II *PC*

CURRENT SLOT #: T037 & T038

REQUESTED POSITION TITLE: GIS CLERK II *PC*
(For new positions or reclassifications)

T041 & T042 *PC*

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- *PC* \$ \$12,480.00 x 2 \$ \$24,960.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

\$24,960.00 x 2 = \$49,920.00

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
 $12 \times 2080 = 24,960$ / each employee
 Hourly Rate * 2,080 hrs. per year = Annual Salary

*1040 *PC* \$12,480.00 *PC* each*

*12 x 2080 = \$24,960 / ea temp *PC**

TEMPORARY POSITIONS:

07/01/2013 12/31/2013 Mon-Fri 40 6 months
Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

Mon-Fri
8am-5pm

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

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

Continuacion of the two year county CENSUS recount & LUCA programs. As we reach the half way point of the decade it is imperative the County continues to build their GIS data in a continuous manner. This work has been done by previous temporary positions: LUCA Clerks & GIS Clerks, we have had six different employees in these positions. Making these positions full time will cut the turn around and training time involved in getting the staff ready to work.

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

Performs entry level data entry work on geographical information systems and related software. A comprehensive understanding of maps and
and geographical data is a must as a majority of the work entails reading a map and interpreting the results.

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.	RENAN RAMIREZ DEPARTMENT HEAD	5/8/2012 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<i>Ester A. Cortez</i> HUMAN RESOURCES DIRECTOR	5-10-13 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	05/23/2013 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			