



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Precinct #3

DATE: 6-3-13

CURRENT POSITION TITLE: ~~Office Clerk~~ *pc*

CURRENT SLOT. #: 005-~~T094~~

REQUESTED POSITION TITLE: *Office Clerk pc*
(For new positions or reclassifications)

*pc 005-195
T096*

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Extension

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ ~~18,720.00~~ *pc* \$ ~~18,720.00~~ *pc* ^{\$9,360.00} \$ ~~0.00~~ *pc* ^{\$9,360.00}

Current Budgeted Salary Proposed 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
\$9.00/hr. pc

Full Time Temporary Object 121
 Part Time Temporary Object 122
Enter hourly rate for temp. positions
\$ 9.00 x 1,040 hrs. = \$9,360.00 *pc*
Hourly Rate * 2,080 hrs. per year = Annual Salary *pc*

TEMPORARY POSITIONS:

7-1-13	12-31-13	M-F 8:00AM - 5:00 PM	40	6 Months
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)

Temporary office help, will assist in office and in different areas.

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

Includes, but not limited to reception duties, answer phones, copies, etc. Job description attached.

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u><i>Paul M. Sloan</i></u> DEPARTMENT HEAD	<u>6-3-13</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Esther A. Potlog</i></u> HUMAN RESOURCES DIRECTOR	<u>6-5-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>06/07/2013</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

Friday, June 07, 2013

Rosalinda Cantu [1:33 PM]:

Norma,

Norma Ceballos [1:33 PM]:

hi

Rosalinda Cantu [1:35 PM]:

good afternoon...on the temporary position...are you creating a PART TIME temporary (object 122) or a FULL TIME temporary (object 121).....the PAR states the employee will be working 40 hours a week....but part time employees work anything less than 40 hours a week

Norma Ceballos [1:35 PM]:

full time temp

Rosalinda Cantu [1:35 PM]:

ok thank you!

Rosalinda Cantu [1:38 PM]:

i will make the change to the PAR and reattach to agenda item no. 39114. Thank you

Zimbra**rosalinda.cantu@co.hidalgo.tx.us**

Re: Requesting funding information- AI 39114 (creation of temporary position)

From : Rosalinda Cantu <rosalinda.cantu@co.hidalgo.tx.us> Fri, Jun 07, 2013 12:59 PM
Subject : Re: Requesting funding information- AI 39114 (creation of temporary position)
To : Norma Ceballos <norma.ceballos@co.hidalgo.tx.us>

Thank you.

Sincerely,

Rosalinda Cantu
Budget Analyst II
Department of Budget & Management- **Budget Division**
2818 S. Bus Hwy 281 - Edinburg, Texas 78539
(956) 292-7025 extension 5408 (956) 292-7035 Fax
rosalinda.cantu@co.hidalgo.tx.us

From: "Norma Ceballos" <norma.ceballos@co.hidalgo.tx.us>
To: "Rosalinda Cantu" <rosalinda.cantu@co.hidalgo.tx.us>
Sent: Friday, June 7, 2013 11:41:09 AM
Subject: RE: Requesting funding information- AI 39114 (creation of temporary position)

Hello Rosalinda,

Please use account 3-1200-431-00-123-005-0-890.

Thank you.

From: Rosalinda Cantu [mailto:rosalinda.cantu@co.hidalgo.tx.us]
Sent: Friday, June 07, 2013 11:13 AM
To: Ceballos, Norma
Subject: Requesting funding information- AI 39114 (creation of temporary position)

Norma,

Good morning. I am working on the backup documents to agenda item no. 39114 (creation of temporary position). I need information regarding the funding. How will this position be funded? If the position will be funded with a line item transfer, what account will be utilized

to fund the position?

Sincerely,

Rosalinda Cantu
Budget Analyst II
Department of Budget & Management- Budget Division
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