



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **PCT 4 (124-007)**

DATE: **06/25/13**

CURRENT POSITION TITLE: **Technician III**

CURRENT SLOT. #: **124-007-0060**

REQUESTED POSITION TITLE:

### REQUEST FOR: OF POSITION

New Position     Temporary Position     Position Reclassification\*     Other Delete

### POSITION SALARY REQUEST:

<u>1</u>	<u>\$ 37,359.00</u>	<u>\$ .00</u>	<u>\$ (\$37,359.00)</u>
NO. OF POSITIONS	CURRENT SALARY	PROPOSED SALARY	NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other N/A

### 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  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:    FLSA:

Exempt     Exempt

Non-Exempt     Non-Exempt

N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)  
Pct 4 no longer has a need for this position.

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

N/A

**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>Joseph Palacios</u> DEPARTMENT HEAD	<u>6/25/13</u> DATE	<b>FUNDING AVAILABLE IN DEPT. BUDGET:</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther C. Caty / ng</u> HUMAN RESOURCES DIRECTOR	<u>6.26.13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/01/2013</u> 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: **PCT 4 (124-007)**

DATE: **06/25/13**

CURRENT POSITION TITLE: **N/A**

CURRENT SLOT. #:  
**124-007-0078**

REQUESTED POSITION TITLE: **Administrative Assistant IV**

### REQUEST FOR: OF POSITION

New Position     Temporary Position     Position Reclassification\*     Other   Create Position  

### POSITION SALARY REQUEST:

<u>  1  </u>	<u>  \$ .00  </u>	<u>  \$35,254.00  </u>	\$	<u>  \$35,254.00  </u>
NO. OF POSITIONS	CURRENT SALARY	PROPOSED 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  \_\_\_\_\_  
Full Time Temporary Object 121     Part Time Temporary Object 122  \_\_\_\_\_  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

_____ Start Date	_____ End Date	_____ Working Days & Hours	_____ Hours Per Week	_____ Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:    FLSA:  
Exempt     Exempt   
Non-Exempt     Non-Exempt   
N/A

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

To better serve Pct 4 constituents, other governmental agencies, community organizations and assist in all Pct 4 departments as needed.

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

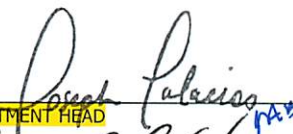


See Attached

**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.	 DEPARTMENT HEAD	6/25/13 DATE	FUNDING AVAILABLE IN DEPT. BUDGET:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6.26.13 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	07/01/2013 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		