



# HIDALGO COUNTY

## Personnel Adjustment Request Form



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

DATE: **07/12/13**

CURRENT POSITION TITLE: **N/A**

CURRENT SLOT. #:  
**124-007-0079**

REQUESTED POSITION TITLE: **Heavy Equipment Operator II**

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### REQUEST FOR: OF POSITION

New Position     Temporary Position     Position Reclassification\*     Other **Create temp part-time Position**

### POSITION SALARY REQUEST:

<u>1</u>	<u>\$ .00</u>	<u>\$8,393.00</u>	<u>\$</u>	<u>\$8,393.00</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 Acct #1200-431-00-124-007-0-890 per Geovia Beltran Re

### POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$15.60</u>
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	<u>\$15.60 x 538 hrs = \$8,393.00</u>
				Hourly Rate * 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

<u>07/29/13</u>	<u>12/31/13</u>	<u>3 days per week @ 8 hrs per day</u>	<u>24</u>	<u>5 months (22 wks, 2 days)</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:	FLSA:
Exempt <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

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

To better serve Pct 4 constituents by assisting with current on-going Pct 4 projects 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

<p>1. <u>Joseph Palacios</u>  <small>DEPARTMENT HEAD</small></p> <p>2. <u>Esther A. Cortez</u>  <small>HUMAN RESOURCES DIRECTOR</small></p> <p>3. <u>[Signature]</u>  <small>DEPARTMENT OF BUDGET &amp; MANAGEMENT</small></p> <p>4. _____  <small>COMMISSIONERS COURT APPROVAL</small></p>	<p><u>7/12/13</u>  <small>DATE</small></p> <p><u>07-12-13</u>  <small>DATE</small></p> <p><u>07/12/2013</u>  <small>DATE</small></p> <p>_____  <small>DATE</small></p>	<p><b>FUNDING AVAILABLE IN DEPT. BUDGET:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO</p> <p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO</p> <p>BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO</p>
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