



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CONSTABLE PCT 4.

DATE: JULY 8, 2013

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0022

REQUESTED POSITION TITLE: COMMUNICATIONS OFFICER ~~STEP 1~~
(For new positions or reclassifications) *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 Current Budgeted Salary \$ 28,825.00 Proposed Budgeted Salary \$ 28,825.00 Net Change
\$28,094.00 *PC* *PC*

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other _____

**see attached email.*

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

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

CURRENTLY CONSTABLE PRECINCT 4 HAS A ADMINISTRATIVE ASSISTANT I WHICH DOES THE DUTIES OF A COMMUNICATIONS OFFICER I AS A RESULT OF A RESIGNATION, CONSTABLE 4 WILL TAKE THE OPPORTUNITY TO DELETE THE ADMINISTRATIVE ASSISTANT I AND CREATE A COMMUNICATIONS OFFICER I IN ORDER TO HAVE THE JOB DUTIES MORE CLOSELY ALIGNED WITH THE DUTIES WHICH WILL PERFORMED.

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)

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

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

THE ADMINISTRATIVE ASSISTANT I DUTIES CURRENTLY DOES THE DUTIES OF COMMUNICATIONS OFFICER I AND SINCE THE POSITION IS VACANT WE ARE TAKING THE OPPORTUNITY TO DELETE (ADMIN ASST. 1) AND CREATE (COMM OFFICER I) TO ALIGN THE JOB TITLE WITH JOB DUTIES.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Will require additional partial funding. pc

1.	J.E. "EDDIEI GUERRA" DEPARTMENT HEAD	7-8-2013 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
2.	<i>Esmeralda Ontiveros</i> HUMAN RESOURCES DIRECTOR	7-11-13 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<i>Do S</i> DEPARTMENT OF BUDGET & MANAGEMENT	07/12/2013 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		