



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CONST PCT 3/ CONST PCT 3 STOP TRUANCY  
293-001 & 293-005

DATE: 9/12/2013

CURRENT POSITION TITLE: DEPUTY CONSTABLE (STEP II)

CURRENT SLOT #: 293-001-0020/ & 293-005-0001

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other    REDISTRIBUTE COST ALLOCATION/ DELETE G/F SLOT

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

**POSITION SALARY REQUEST:**

| Account No. | No. of Positions/ Slots | Current Budgeted Salary/ Allowance | Proposed Budgeted Salary/ Allowance | Net Change |
|-------------|-------------------------|------------------------------------|-------------------------------------|------------|
| 293-001     | 1                       | \$ 2,510.00                        | \$ 0.00                             | (2,510.00) |
| 293-005     | 1                       | \$ 38,000.00                       | \$ 40,510.00                        | 2,510.00   |

**Position to be funded from one of the following:**

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other

FUNDS FROM THE FY 2014 STOP TRUANCY INTERLOCAL APPROVED BY CC ON 06/11/13. REF: AI-39109

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114     Enter hourly rate for temp. positions  
Full Time Employee Temporary Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_ 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.)

**CIVIL SERVICE:**

Exempt     ~~FLSA~~    FLSA: Exempt      
Non-Exempt     ~~FLSA~~    FLSA: Non-Exempt   

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

Action requested to fund position 100% from Special purpose fund and remove cost allocation from general fund. pc

**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)

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HUMAN RESOURCES:** Classification and Salary Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

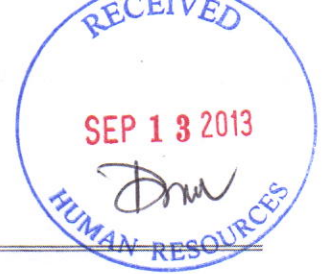
**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |    |   |                           |                                   |   |
|----|---|---------------------------|-----------------------------------|---|
| 1. | <u>Ngus Hallando</u><br>DEPARTMENT HEAD                 | <u>9/13/13</u><br>Date    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez /pc</u><br>HUMAN RESOURCES DIRECTOR | <u>09-13-13</u><br>Date   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>09/13/2013</u><br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL                  | _____<br>Date             | _____                             | _____   |



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CONST PCT 3/ CONST PCT 3 STOP TRUANCY  
293-001 & 293-005

DATE: 9/12/2013

CURRENT POSITION TITLE: DEPUTY CONSTABLE (STEP II)

CURRENT SLOT #: 293-001-0021/ & 293-005-0002

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other    REDISTRIBUTE COST ALLOCATION/ DELETE G/F SLOT

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

**POSITION SALARY REQUEST:**

| Account No. | No. of Positions/ Slots | Current Budgeted Salary/ Allowance | Proposed Budgeted Salary/ Allowance | Net Change   |
|-------------|-------------------------|------------------------------------|-------------------------------------|--------------|
| 293-001     | 1                       | \$ 2,510.00                        | \$ 0.00                             | \$(2,510.00) |
| 293-005     | 1                       | \$ 38,000.00                       | \$ 40,510.00                        | \$ 2,510.00  |

**Position to be funded from one of the following:**

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other

FUNDS FROM THE FY 2014 STOP TRUANCY INTERLOCAL APPROVED BY CC ON 06/11/13. REF: AI-39109

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114     Enter hourly rate for temp. positions  
Full Time Employee Temporary Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_ 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.) |
|------------|----------|----------------------|----------------|------------------------------------|
|------------|----------|----------------------|----------------|------------------------------------|

**CIVIL SERVICE:**

Exempt        **FLSA:** Exempt      
Non-Exempt        Non-Exempt   

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

Action requested to fund position 100% from special purpose fund and remove cost allocation from general fund. pc

**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)

N/A

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

N/A

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |  |                           |                                   |   |
|----|--|---------------------------|-----------------------------------|---|
| 1. | <u><i>Hazard Gooden</i></u><br>DEPARTMENT HEAD                 | <u>9/13/13</u><br>Date    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez</i></u><br>HUMAN RESOURCES DIRECTOR     | <u>09-13-13</u><br>Date   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>09/13/2013</u><br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | _____  | _____                     | _____                             | _____   |



# HIDALGO COUNTY

## Personnel Adjustment Request Form



**DEPARTMENT NAME/NUMBER:** CONST PCT 3/ CONST PCT 3 STOP TRUANCY  
293-001 & 293-005

**DATE:** 9/12/2013

**CURRENT POSITION TITLE:** (SR) DEPUTY CONSTABLE (STEP II)

**CURRENT SLOT #:** 293-001-0022/ & 293-005-0003

**REQUESTED POSITION TITLE:** N/A

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other   
 REDISTRIBUTE COST ALLOCATION/ DELETE G/F SLOT

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

**POSITION SALARY REQUEST:**

| Account No. | No. of Positions/ Slots | Current Budgeted Salary/ Allowance | Proposed Budgeted Salary/ Allowance | Net Change   |
|-------------|-------------------------|------------------------------------|-------------------------------------|--------------|
| 293-001     | 1                       | \$ 2,761.00                        | \$ 0.00                             | \$(2,761.00) |
| 293-005     | 1                       | \$ 41,800.00                       | \$ 44,561.00                        | \$ 2,761.00  |

**Position to be funded from one of the following:**

Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Other

FUNDS FROM THE FY 2014 STOP TRUANCY INTERLOCAL APPROVED BY CC ON 06/11/13. REF: AI-39109

**POSITION Type:**

Full Time Employee Object 113   
  Part Time Employee Object 114   
  \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121   
  Part Time Temporary Object 122   
  \$ \_\_\_\_\_  
 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.) |
|------------|----------|----------------------|----------------|------------------------------------|
|            |          |                      |                |                                    |

**CIVIL SERVICE:**

Exempt     ~~NY~~  
 Non-Exempt     ~~pc~~

**FLSA:**  
 Exempt     ~~X~~  
 Non-Exempt     ~~X~~

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

Action requested to fund position 100% from special purpose fund and remove cost allocation from general fund.

**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)

N/A

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

N/A

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

|    |   |                           |                                   |   |                             |
|----|---|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Gregorio Gallardo Jr</u><br>DEPARTMENT HEAD            | <u>9/13/13</u><br>Date    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / epw</u><br>HUMAN RESOURCES DIRECTOR | <u>09.13.13</u><br>Date   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Do S</u><br>DEPARTMENT OF BUDGET & MANAGEMENT          | <u>09/13/2013</u><br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL                    | _____<br>Date             | _____                             | _____                                   | _____                       |



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CONST PCT 3 STOP TRUANCY (293-005)

DATE: 9/12/2013

CURRENT POSITION TITLE: (SR) DEPUTY CONSTABLE (STEP II)

CURRENT SLOT #: 293-005-0003

REQUESTED POSITION TITLE: (SR) DEPUTY CONSTABLE (STEP IV)

**REQUEST FOR:**

New Position  Temporary Position  Position Reclassification\*

Other REASSIGNMENT OF EMPLOYEE #115509

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

**POSITION SALARY REQUEST:**

| N/A         | N/A                     | N/A                                | N/A                                 | N/A         |
|-------------|-------------------------|------------------------------------|-------------------------------------|-------------|
| Account No. | No. of Positions/ Slots | Current Budgeted Salary/ Allowance | Proposed Budgeted Salary/ Allowance | Net Change  |
| 293-005     | 1                       | \$ 44,561.00                       | \$ 47,734.00                        | \$ 3,173.00 |
| Account No. | No. of Positions/ Slots | Current Budgeted Salary/ Allowance | Proposed Budgeted Salary/ Allowance | Net Change  |

**Position to be funded from one of the following:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Other

FUNDS FROM THE FY 2014 STOP TRUANCY INTERLOCAL APPROVED BY CC ON 06/11/13. REF: AI-39109

**POSITION Type:**

Full Time Employee Object 113  Part Time Employee Object 114  Enter hourly rate for temp. positions  
Full Time Employee Temporary Object 121  Part Time Temporary Object 122  \$ 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.) \_\_\_\_\_

**CIVIL SERVICE:**

Exempt   
Non-Exempt

**FLSA:**  
Exempt   
Non-Exempt

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

Based on the deputy's prior experience as a  
truancy office warrants that this person be  
transf re assigned from his current assignment to this  
position. This change would be in the best interest for our department  
as well as the county.

**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)

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HUMAN RESOURCES:** Classification and Salary Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |    |  |                           |                                   |   |
|----|--|---------------------------|-----------------------------------|---|
| 1. | <u><i>[Signature]</i></u><br>DEPARTMENT HEAD                   | <u>9/13/13</u><br>Date    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u><i>[Signature]</i></u><br>HUMAN RESOURCES DIRECTOR          | <u>09-13-13</u><br>Date   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>09/13/2013</u><br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL                         | _____<br>Date             | _____                             | _____   |



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CONST PCT 3 (293-001)

DATE: 9/12/2013

CURRENT POSITION TITLE: (SR) DEPUTY CONSTABLE (STEP ~~IV~~ <sup>IV</sup> *pc*)

CURRENT SLOT #: 293-001-0018

REQUESTED POSITION TITLE: (SR) DEPUTY CONSTABLE (STEP II)

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other    REASSIGNMENT OF EMPLOYEE#114596

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

**POSITION SALARY REQUEST:**

|             |                         |                                    |                                     |            |
|-------------|-------------------------|------------------------------------|-------------------------------------|------------|
| 293-001     | 1                       | \$ 47,734.00                       | \$ 47,734.00                        | \$ 0.00    |
| Account No. | No. of Positions/ Slots | Current Budgeted Salary/ Allowance | Proposed Budgeted Salary/ Allowance | Net Change |
| N/A         | N/A                     | N/A                                | N/A                                 | N/A        |
| Account No. | No. of Positions/ Slots | Current Budgeted Salary/ Allowance | Proposed Budgeted Salary/ Allowance | Net Change |

**Position to be funded from one of the following:**

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other

NO BUDGETARY IMPACT- REASSIGNMENT WILL RESULT IN COST SAVINGS TO G/F

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114     Enter hourly rate for temp. positions  
Full Time Employee Temporary Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_ 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.)

**CIVIL SERVICE:**

Exempt     *pc*    FLSA: Exempt      
Non-Exempt     *pc*    Non-Exempt   

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

Based on the deputy's prior experience as a civil process server (court specialists) warrants this person be reassigned from his current assignment to this position. This change would be in the best interest for our department as well as the county.

**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)

N/A

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

N/A

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |                                   |                   |                                   |   |                             |
|----|-----------------------------------|-------------------|-----------------------------------|---|-----------------------------|
| 1. | <i>Haynes Gallardo Jr.</i>        | <i>9/13/13</i>    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                   | Date              |                                   |   |                             |
| 2. | <i>Esther A. Cortez JMC</i>       | <i>09-13-13</i>   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR          | Date              |                                   |   |                             |
| 3. | <i>[Signature]</i>                | <i>09/13/2013</i> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT | Date              |                                   |   |                             |
| 4. |                                   |                   | COMMISSIONERS' COURT APPROVAL     |   |                             |
|    |                                   | Date              |                                   |   |                             |