



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001)

DATE: 10/11/13

CURRENT POSITION TITLE: DEPUTY SHERIFF *AT re*

CURRENT SLOT. #: 001-058

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

### REQUEST FOR:

- New Position    
  Temporary Position    
  Position Reclassification\*    
  Other DELETING CLOTHING

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

### POSITION SALARY REQUEST:

Salary Amount: \$ 500.00 Current Budgeted Salary    
 \$ 0.00 Proposed Budgeted Salary    
 \$ (\$500.00) 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

Not a justification. This is the action being requested.

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

~~REMOVING CLOTHING ALLOWANCE.~~ This deputy position will be assigned to patrol and will not be on special assignment. Only positions assigned to special assignments warrant clothing allowance because the attire must be civilian type (dressy shirt/tie). See attached email.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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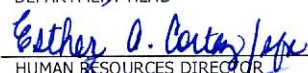
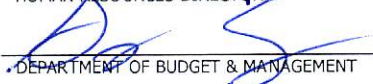
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		<u>10-11-13</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>10-16-13</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>10/23/2013</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001)

DATE: 10/11/13

CURRENT POSITION TITLE: DEPUTY SHERIFF *IV PC*

CURRENT SLOT #: 001-079

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

### REQUEST FOR:

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other DELETING CLOTHING

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

### POSITION SALARY REQUEST:

Salary Amount: \$ 500.00      \$ 0.00      \$ (\$500.00)  
 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      \_\_\_\_\_  
 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.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

Not a justification. This is the action being requested.  
**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

REMOVING CLOTHING ALLOWANCE. This deputy position will be assigned to patrol and will not be on special assignment. Only positions assigned to special assignments warrant clothing allowance because the attire must be of civilian type (dressy shirt/tie). See attached email. *JK*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	 DEPARTMENT HEAD	<u>10-11-13</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>10-16-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/23/2013</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: SHERIFF'S OFFICE (280-001)

DATE: 10/11/13

CURRENT POSITION TITLE: (SR) DEPUTY SHERIFF <sup>IV</sup> (step) <sub>pe</sub>

CURRENT SLOT. #: 001-082

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other DELETING CLOTHING

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 500.00 Current Budgeted Salary      \$ 0.00 Proposed Budgeted Salary      \$ (\$500.00) 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  \_\_\_\_\_  
Enter hourly rate for temp. positions
- Full Time 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	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

Not a Justification. This is the action being requested.  
**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

~~REMOVING CLOTHING ALLOWANCE~~ This deputy position will be assigned to patrol and will not be on special assignment. Only positions assigned to special assignments warrant clothing allowance because the attire must be of civilian type (dressy shirt/tie). See attached email. *glan*

1.	DEPARTMENT HEAD	DATE	10-11-13	FUNDING AVAILABLE IN DEPT. BUDGET	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	HUMAN RESOURCES DIRECTOR	DATE	10-16-13	PERSONNEL PROCEDURES COMPLETED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	10/23/2013	BUDGET PROCEDURES COMPLETED	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
4.	COMMISSIONERS COURT APPROVAL	DATE				

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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

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

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# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001)

DATE: 10/16/13

CURRENT POSITION TITLE: (Sr) DEPUTY SHERIFF <sup>II</sup>  
<sup>(Step)</sup>  
pc

CURRENT SLOT. #: 001-121

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other DELETING CLOTHING

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 500.00 Current Budgeted Salary      \$ 0.00 Proposed Budgeted Salary      \$ (\$500.00) 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.)

CIVIL SERVICE:      FLSA:

Exempt       Exempt

Non-Exempt       Non-Exempt

N/A

Not a Justification. This is the action being requested.  
**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

REMOVING CLOTHING ALLOWANCE: This deputy position will be assigned to patrol and will not be on special assignment. Only positions assigned to special assignments warrant clothing allowance because the attire must be of civilian type (dressy shirt/tie). See attached email. *of*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	 DEPARTMENT HEAD	<u>10-11-13</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez / etc</u> HUMAN RESOURCES DIRECTOR	<u>10-16-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/23/2013</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:** SHERIFF'S OFFICE (280-001)

**DATE:** 10/11/13

**CURRENT POSITION TITLE:** SERGEANT <sup>II</sup>  
N(st-ep)<sub>re</sub>

**CURRENT SLOT. #:** 001-023

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

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Adding Clothing Allowance

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 0.00                      \$ 500.00                      \$ 500.00  
    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      \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Full Time 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.)
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CIVIL SERVICE:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

Not a Justification. This is the action being requested.

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

~~REQUESTING CLOTHING ALLOWANCE. THIS EMPLOYEE WILL BE TRANSFERRED TO CRIMINAL INVESTIGATIONS DIVISION.~~ <sup>deputy position assigned</sup> Positions assigned to special assignments warrant clothing allowance because the attire must be of civilian type (dressy shirt/tie). Employees filling these positions are not issued uniforms. *oe*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.		<u>10-11-13</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>10.16.13</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>10/23/2013</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001)

DATE: 10/11/13

CURRENT POSITION TITLE: DEPUTY SHERIFF <sup>II</sup>  
^ (step)

CURRENT SLOT. #: 001-064

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other Adding Clothing Allowance

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 0.00 Current Budgeted Salary    \$ 500.00 Proposed Budgeted Salary    \$ 500.00 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

▶ **Not a Justification. This is the action being requested.**

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

<sup>Deputy position assigned</sup>  
~~REQUESTING CLOTHING ALLOWANCE. THIS EMPLOYEE WILL BE TRANSFERRED TO CRIMINAL INVESTIGATIONS DIVISION.~~ Positions assigned to special assignments warrant clothing allowance because the attire must be of civilian type (dressy shirt/tie). Employees filling these positions are not issued uniforms. etc

1.	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

1. *[Signature]* 10-11-13  
 2. *[Signature]* 10-16-13  
 3. *[Signature]* 10/23/2013

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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

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



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001)

DATE: 10/11/13

CURRENT POSITION TITLE: Sr. DEPUTY SHERIFF <sup>III</sup>  
*^(step)  
re*

CURRENT SLOT. #: 001-137

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

### REQUEST FOR:

- New Position     
 Temporary Position     
 Position Reclassification\*     
 Other Adding Clothing Allowance

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

### POSITION SALARY REQUEST:

Salary Amount: \$ 0.00      \$ 500.00      \$ 500.00  
    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      \_\_\_\_\_  
Enter hourly rate for temp. positions  
Full Time 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:      FLSA:  
Exempt       Exempt   
Non-Exempt       Non-Exempt   
N/A

*Not a Justification. This is the action being requested.*  
**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)  
*deputy position assigned*  
~~REQUESTING CLOTHING ALLOWANCE. THIS EMPLOYEE WILL BE TRANSFERRED TO CRIMINAL INVESTIGATIONS DIVISION.~~ *Positions assigned to special assignments warrant clothing allowance because the attire must be of civilian type (dressy shirt/tie). Employees filling these positions are not issued uniforms.*





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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	 DEPARTMENT HEAD	<u>10-11-13</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>10-16-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/23/2013</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			