



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PCT 4 ROAD MAINTENANCE/ BCAP DATE: 1/24/2014

CURRENT POSITION TITLE: ACCOUNTS PAYABLE SPECIALIST III CURRENT SLOT #: 124-007 (Slot No. 0004)
124-019 (Slot No. 0003)

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other
DELETE ALLOCAT. (124-019 BCAP)

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

POSITION SALARY REQUEST:

124-007	1	\$ 43,701.00	\$ 43,701.00	\$ 0.00
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
124-019	1	\$ 3,357.00	\$ 0.00	\$ (3,357.00)
Account No.	No. of Positions	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/ COST SAVINGS

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.)
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CIVIL SERVICE:

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

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

Funding is no longer needed in this position; funding will be used on Trehu Sub. project.

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

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

Action to delete allocation effective 02-11-14 (per Gloria Beltran on 02-03-14) JPC

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Joseph Palacios</u>
DEPARTMENT HEAD | <u>1/29/14</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortezky Sypuikhai</u>
HUMAN RESOURCES DIRECTOR | <u>01-31-14</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>02/05/2014</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____ | _____ | _____ | _____ | _____ |
| | COMMISSIONERS' COURT APPROVAL | Date | | | |