

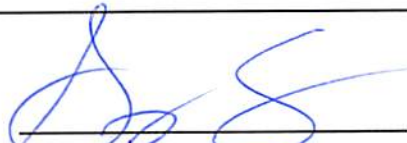
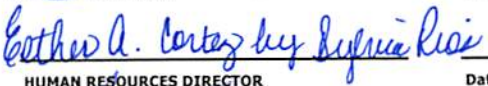

NEW POSITION: Brief job description and attach a copy of the new job description.

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

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|--|--------------------|-----------------------------------|---|
| 1. | 
DEPARTMENT HEAD | 01/24/2014
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 01-29-14
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 01/24/2014
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: DBM (115-001) **DATE:** 1/23/2014

CURRENT POSITION TITLE: BUDGET ANALYST I **CURRENT SLOT #:** 0029

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE

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

POSITION SALARY REQUEST:

115-001	1	\$ <u>38,222.00</u>	\$ <u>38,222.00</u>	\$ (38,222.00)
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
-	-	-	-	-
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 Non-Exempt

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

Position being deleted due to reorganization of department to address 2014 budget reductions.

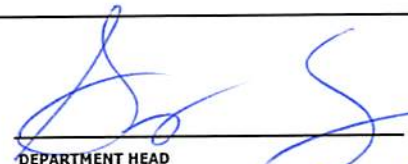

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4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____

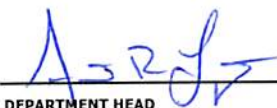
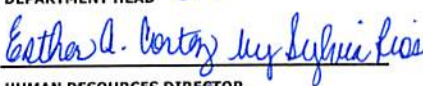

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4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____