

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

See Attachment

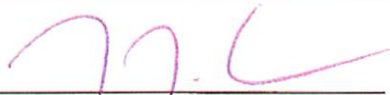


POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>3-19-14</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD				
2.		<u>03-20-14</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR				
3.		<u>3/20/14</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT				
4.					
	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PLANNING DEPT (210-010)
001

DATE: 3/19/2014 *SM*

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0024

REQUESTED POSITION TITLE: Administrative Assistant III

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 \$ 35,000.00 \$ 35,000.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 Employee Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

The County has recently adopted new Orders that deal with the regulation of mobile food vendors and junkyards, automotive wrecking and salvage yards. Also, we are currently poised to adopt the regulation of roadside vendors. These new Orders have created a need for this new position in order to keep an inventory of permits, citations and to closely monitor the procedural aspects of these new regulations.

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

See Attachment

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)

HUMAN RESOURCES: Classification and Salary Recommendation

Currently the creation will be funded from R & B. Next year (2015) funding will derive from General Fund consequently increasing the General Fund Salary level. Therefore, our department does not recommend this action due to the effect the creation will eventually have on General Fund.

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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3/21/14

- 1. [Signature] 3-19-14 FUNDING AVAILABLE IN DEPT. BUDGET YES NO
DEPARTMENT HEAD Date
- 2. Esther A. Cortez / sfn 03.19.14 PERSONNEL PROCEDURES COMPLETED YES NO
HUMAN RESOURCES DIRECTOR Date
- 3. [Signature] 2/20/14 BUDGET PROCEDURES COMPLETED YES NO
DEPARTMENT OF BUDGET & MANAGEMENT Date
- 4. _____ COMMISSIONERS' COURT APPROVAL Date

Concededly, the creation will be funded from R&E. Next year
(2012) funding will derive from General Fund contributions
increasing the General Fund balance. Therefore, any expenditure
check that recommends this action due to the effect the creation
will eventually have on General Fund.

4/10/11

1/10/06/e

JAMES A. STAIN