



HIDALGO COUNTY

Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:**

Texas A&M AgriLife Extension Service - Hidalgo County (380-001)

DATE:

March 6, 2014

CURRENT POSITION TITLE:

4-H Youth Outreach Coordinator

CURRENT SLOT. #: 0002**REQUESTED POSITION TITLE:****REQUEST FOR:**
 New Position
 Temporary Position
 Position Reclassification*
 Other Remove Auto Allowance
POSITION SALARY REQUEST:

1	\$2,873.00	\$0	\$ (2,873.00)
NO. OF POSITIONS	CURRENT SALARY/ ALLOWANCE	PROPOSED 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 funds allocated in auto allowance (obj. code 118) will be transferred to travel (obj. code 581)
POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	_____
				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

Non-Exempt

N/A

FLSA:

Exempt

Non-Exempt

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

To accurately reimburse employee for actual miles incurred.

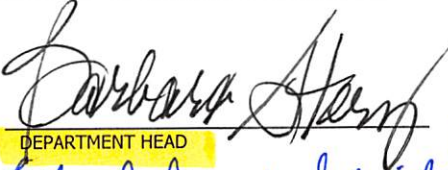


NEW POSITION: Brief job description and attach a copy of the new job description.

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.		<u>3/6/14</u>			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		<u>03-26-14</u>			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		<u>03/28/2014</u>			
	DEPARTMENT OF BUDGET & MANAGEMENT	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:
Texas A&M AgriLife Extension Service - Hidalgo County (380-001)

DATE: March 6, 2014

CURRENT POSITION TITLE:
County Extension Agent - Agriculture

CURRENT SLOT. #: A005

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Remove Auto Allowance

POSITION SALARY REQUEST:

1	\$4,838.00	\$0	\$ (4,838.00)
NO. OF POSITIONS	CURRENT SALARY/ ALLOWANCE	PROPOSED 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 funds allocated in auto allowance (obj. code 118) will be transferred to travel (obj. code 581)

POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	_____
				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 checked="" type="checkbox"/>	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input type="checkbox"/>
N/A	<input type="checkbox"/>		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
To accurately reimburse employee for actual miles incurred.

4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT _____ DATE 03/28/2014

2. HUMAN RESOURCES DIRECTOR _____ DATE 03-26-14

1. DEPARTMENT HEAD _____ DATE 3/16/14

Richard Steiner

Esther A. Lopez May

ES

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

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:**

Texas A&M AgriLife Extension Service - Hidalgo County (380-001)

DATE:

March 6, 2014

CURRENT POSITION TITLE:

County Extension Agent - Family & Consumer Science

CURRENT SLOT. #: A006**REQUESTED POSITION TITLE:****REQUEST FOR:**
 New Position
 Temporary Position
 Position Reclassification*
 Other Remove Auto Allowance
POSITION SALARY REQUEST:

1	\$4,838.00	\$0	\$ (4,838.00)
NO. OF POSITIONS	CURRENTSALARY/ ALLOWANCE	PROPOSED 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 funds allocated in auto allowance (obj. code 118) will be transferred to travel (obj.code 581)
POSITION TYPE:

Full Time Employee Object 113 <input checked="" type="checkbox"/>	Part Time Employee Object 114 <input type="checkbox"/>
_____ Enter hourly rate for temp. positions	
Full Time Temporary Object 121 <input type="checkbox"/>	Part Time Temporary Object 122 <input type="checkbox"/>
_____ 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

Non-Exempt

N/A

FLSA:

Exempt

Non-Exempt

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

To accurately reimburse employee for actual miles incurred.

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.	<u>Barbara Stern</u> DEPARTMENT HEAD	<u>3/6/14</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>by Sylvia Rios 03-26-14</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>03/28/2014</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:**

Texas A&M AgriLife Extension Service - Hidalgo County (380-001)

DATE:

March 6, 2014

CURRENT POSITION TITLE:

Family & Consumer Science Program Assistant

CURRENT SLOT. #: 0007**REQUESTED POSITION TITLE:****REQUEST FOR:**
 New Position
 Temporary Position
 Position Reclassification*
 Other Remove Auto Allowance
POSITION SALARY REQUEST:

<u>1</u>	<u>\$2,873.00</u>	<u>\$0</u>	<u>\$ (2,873.00)</u>
NO. OF POSITIONS	CURRENTSALARY/ ALLOWANCE	PROPOSED SALARY/ ALLOWANCE	NET CHANGE

Position to be funded from one of the following:
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POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	_____

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:

Exempt

Non-Exempt

N/A

FLSA:

Exempt

Non-Exempt

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

To accurately reimburse employee for actual miles incurred.


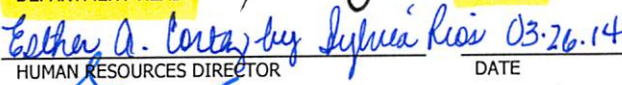
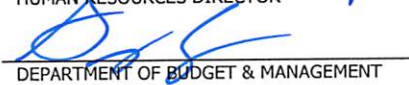
NEW POSITION: Brief job description and attach a copy of the new job description.

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.		<u>3/6/14</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>03-26-14</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>03/28/2014</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:
Texas A&M AgriLife Extension Service - Hidalgo County (380-001)

DATE: March 6, 2014

CURRENT POSITION TITLE:
County Extension Agent - Family Resources

CURRENT SLOT. #: A008

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Remove Auto Allowance

POSITION SALARY REQUEST:

1	\$4,838.00	\$0	\$ (4,838.00)
NO. OF POSITIONS	CURRENT SALARY/ ALLOWANCE	PROPOSED SALARY/ ALLOWANCE	NET CHANGE

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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:

Exempt
Non-Exempt
N/A

FLSA:

Exempt *DM*
Non-Exempt *DM*

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
To accurately reimburse employee for actual miles incurred.

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. *Barbara A. Green* 3/6/14
 DEPARTMENT HEAD DATE

2. *Ethel A. Cortez by Sylvia Kivi* 03-26-14
 HUMAN RESOURCES DIRECTOR DATE

3. *[Signature]* 03/24/2014
 DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. _____ DATE
 COMMISSIONERS COURT APPROVAL

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO