



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Hidalgo County Pct. #2 Parks / 122

DATE: 04/23/2014

CURRENT POSITION TITLE: Maintenance I

CURRENT SLOT. #: 0005

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Full Time to Part Time

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

POSITION SALARY REQUEST:

Salary Amount: \$ 26,630.00 \$ 20,965.00 \$ (5,665.00)
 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
 Hrly rate \$12.599 x 32hours x 52 weeks=\$20964.74
 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 FLSA: Exempt
 Non-Exempt Non-Exempt *pc*
 N/A

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

Employee work hours per week will be reduced from 40 hours to 32 hours - from Reg. Full Time to Reg. Part time

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)

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>Raul Dominguez</u> DEPARTMENT HEAD	<u>4/24/14</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez / jpr</u> HUMAN RESOURCES DIRECTOR	<u>05-02-14</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05-19-14</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			