




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. |  | 5/2/14 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | |
| 2. |  | 5.6.14 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | |
| 3. |  | 5.15.14 | 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: SHERIFF'S OFFICE / 280

DATE: 5/1/14

CURRENT POSITION TITLE: SERGEANT (step I) *oe*

CURRENT SLOT. #: 001-031

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other ADDING CLOTHING

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 500.00 Proposed Budgeted Salary \$ 500.00 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 _____
 Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
 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.) |
|----------------|-------------------------------------|----------------------|----------------|-------------------------------------|
| CIVIL SERVICE: | | | | |
| Exempt | <input type="checkbox"/> | FLSA: | Exempt | <input type="checkbox"/> |
| Non-Exempt | <input checked="" type="checkbox"/> | Non-Exempt | Non-Exempt | <input checked="" type="checkbox"/> |
| N/A | <input type="checkbox"/> | | | |

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

THIS SERGEANT POSITION WILL BE ASSIGNED TO TACTICAL DIVISION. POSITIONS ASSIGNED TO SPECIAL ASSIGNMENTS WARRANT CLOTHING ALLOWANCE BECAUSE THE ATTIRE MUST BE OF CIVILIAN TYPE. EMPLOYEES FILLING THESE POSITIONS ARE NOT ISSUED UNIFORMS.

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- | | | | | | |
|----|--|------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>[Signature]</i></u> DEPARTMENT HEAD | <u>5/2/14</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>[Signature]</i></u> HUMAN RESOURCES DIRECTOR | <u>5.16.14</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>5-15-14</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |