



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER:      FACILITIES MANAGEMENT (220-001)      DATE:      6/6/2014

CURRENT POSITION TITLE:      CUSTODIAN II      CURRENT SLOT #:      0031

REQUESTED POSITION TITLE:      N/A

**REQUEST FOR:**

New Position     
 Temporary Position     
 Position Reclassification\*     
 Other DELETION OF POSITION

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 23,289.00      \$ 0.00      \$ (23,289.00)  
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 AVAILABLE FUNDS FROM DELETION OF POSITION

**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:**      N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

**CIVIL SERVICE:**  
Exempt            **FLSA:**      Exempt        
Non-Exempt            Non-Exempt        
N/A     

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

DELETING OF VACANT POSITION AS IT WILL NOT BE NEEDED UPON IMPLEMENTATION OF CUSTODIAL OUTSOURCING INITIATIVE.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		6/18/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<i>Esther A. Cortez</i> HUMAN RESOURCES DIRECTOR	06-19-14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		06/20/14 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date		



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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.   
DEPARTMENT HEAD

6/18/14  
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2. Esther A. Conway/afg  
HUMAN RESOURCES DIRECTOR

06-19-14  
Date

PERSONNEL PROCEDURES COMPLETED

YES  NO

3.   
DEPARTMENT OF BUDGET & MANAGEMENT

06/20/14  
Date

BUDGET PROCEDURES COMPLETED

YES  NO

4. \_\_\_\_\_  
COMMISSIONERS' COURT APPROVAL

Date