



**\*REVISED\***

# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Executive Office/125-001

DATE: 11/25/2014

CURRENT POSITION TITLE:

CURRENT SLOT #: ~~0018~~ 0019 *DM*

REQUESTED POSITION TITLE: County Operations Administrator

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00      \$ 86,888.00      \$ 86,888.00  
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      1100-415-00-115-002-0 Co Wide Administration

### 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:      FLSA:  
Exempt       Exempt        
Non-Exempt       Non-Exempt        
N/A     

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

Creation of position to assist the Executive Officer in administrative tasks necessary for county operations to include guiding and directing county departments and assist in representing the county in a variety of operational settings at the direction of the Executive Officer.



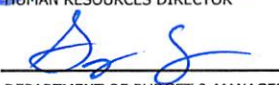
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.		11-25-14	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD	Date		
2.		11-26-14	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date		
3.		11-25-14	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date		
4.				
	COMMISSIONERS' COURT APPROVAL	Date		



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# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Executive Office/125-001

DATE: 11/25/2014

CURRENT POSITION TITLE:

CURRENT SLOT #: ~~0019~~ 0020 *see*

REQUESTED POSITION TITLE: County Operations Administrator

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$	0.00	\$	<del>86,888.00</del>	\$	<del>86,888.00</del>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

*\$91,888.00 see*      *\$91,888.00 see*

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other    1100-415-00-115-002-0 Co Wide Administration

**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.)
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CIVIL SERVICE:    FLSA:

Exempt        Exempt   

Non-Exempt        Non-Exempt   

N/A   

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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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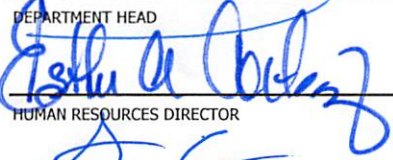

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	11-25-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11/26/14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11.25.14 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date		