



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: ~~CIVIL SERVICE DEPT (125-000)~~

DATE: 10/20/14

Executive Office - Civil Service, 125-037 *pc*
Div.

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: ~~0001~~ 0002

pc

Next available slot no. based on the adopted budget. *pc*

REQUESTED POSITION TITLE: CIVIL SERVICE LIAISON

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>1</u>	\$	<u>-0-</u>	\$	<u>32,769.00</u>	\$	<u>32,769.00</u>
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 **FUNDS FROM DELETED HR SPECIALIST I (190-002-0007) POSITION WILL BE UTILIZED TO FUND A PORTION OF THE SALARY & FRINGES BENEFITS FOR THE PROPOSED CIVIL SERVICE LIAISON POSITION.**

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 type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

POSITION IS NEEDED SO THAT HIDALGO COUNTY MAY HAVE AN INDIVIDUAL IN CHARGE OF PERFORMING ONLY CIVIL SERVICE PROGRAM DUTIES IN COMPLIANCE WITH LOCAL GOVERNMENT CODE CHAPTER 158.

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

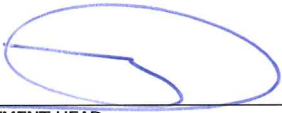

The Civil Service Liaison performs a variety of detailed and specialized duties in compliance with Local Government Code- Title 5 Chapter 158. This position requires considerable interaction with County employees, departments, boards and commissions, and other governmental jurisdictions. The position also requires the use of independent judgment in the application of Human Resource Management principles and application of the Civil Service rules within the mandate of Government Code- Title 5 Chapter 158. The Liaison serves under the Executive Office and is appointed by the Civil Service Commission to provide staff support for the day to day functions of the Commission. On behalf of Hidalgo County and the Civil Service Commission, the Liaison will coordinate all activities such as the preparing, recording and maintaining of the agenda and related minutes of the Commission meetings.

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.	 DEPARTMENT HEAD	11/7/14 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<i>Eather A. Cortez by Sylvia Ross</i> HUMAN RESOURCES DIRECTOR	12.11.14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/12/2014 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: ~~HR Department (190-002)~~
Civil Service Dept. 190-001 PC

DATE: 10/20/14

CURRENT POSITION TITLE: HUMAN RESOURCES SPECIALIST I

CURRENT SLOT. #: ~~0007~~

*0001 PC
per the 2015
Adopted Budget*

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE

POSITION SALARY REQUEST:

1 \$ 29,078.00 \$ -0- \$ (29,078.00)
NO. OF CURRENT SALARY/ ALLOWANCE PROPOSED SALARY/ ALLOWANCE NET CHANGE
POSITIONS

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FUNDS FROM DELETED POSITION WILL BE UTILIZED TO FUND THE PROPOSED CIVIL SERVICE LIAISON POSITION.

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

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

Position is no longer needed.




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.	 DEPARTMENT HEAD	<u>11/7/14</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>12-11-14</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/12/2014</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		