



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Road & Bridge Pct. 3 123-005 **DATE:** 12-4-14

CURRENT POSITION TITLE: Maintenance II ^(w) **CURRENT SLOT. #:**

REQUESTED POSITION TITLE: Traffic Safety Specialist I 005-037
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 29,217.⁰⁰ \$ 31,000.⁰⁰ \$ 1,783.00 ^(a)

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 _____
 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: | | 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)

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

sdfsdf

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><i>Cor. M. Flan</i></u>	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Esther A. Cortez by Sybil Kosi</i></u>	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>Jim K. Strawn</i></u>	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

Mr. Andrade is currently responsible
of head mechanic.

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

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

CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

TEMPORARY POSITIONS:

Full Time Employee	Object 113	<input checked="" type="checkbox"/>
Part Time Employee	Object 114	<input type="checkbox"/>
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

Enter hourly rate for temp. positions

POSITION TYPE:

Current Department Budget Annual Budget Cycle Will Require Additional Funds Other

Position to be funded from one of the following:

Salary Amount: \$ 29,600.00 Current Budgeted Salary

\$ 33,000.00 Proposed Budgeted Salary

\$ 3,340.00 Net Change

POSITION SALARY REQUEST:

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Salary Increase

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

REQUESTED POSITION TITLE: (For new positions or reclassifications)

Mechanic II

CURRENT POSITION TITLE:

Mechanic II

DEPARTMENT NAME/NUMBER: Road & Bridge Pct. 3 123-005

CURRENT SLOT. #:

005-030

DATE:

HIDALGO COUNTY
Personnel Adjustment Request Form



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

sdfsdf

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><i>[Signature]</i></u> DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Esther A. Cortez</i></u> HUMAN RESOURCES DIRECTOR	<u><i>12.15.14</i></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><i>12/15/14</i></u> DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Road & Bridge Pt. 3 123-005

DATE: 12-4-14

CURRENT POSITION TITLE: Heavy Equipment Operator III

CURRENT SLOT. #:

REQUESTED POSITION TITLE:
(For new positions or reclassifications) Heavy Equipment Operator III

005-0074

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Increase

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

POSITION SALARY REQUEST: 28,840.00

As per Norma Ceballos Pt 3

Salary Amount: \$ 29,780.00
 \$ 33,000.00
 \$ 3,220.00

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

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

All Heavy Equipment Operator III earning
* 33,000.- Bringing her salary to par
with the other employees.

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

sdfsdf

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><i>[Signature]</i></u>
DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez by Debra Rice</i></u>
HUMAN RESOURCES DIRECTOR | <u>12-15-14</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>12/15/14</u>
DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Sanitation Pct 3 123-601

DATE: 12-4-14

CURRENT POSITION TITLE: Supervisor

CURRENT SLOT. #:
001-006

REQUESTED POSITION TITLE: Supervisor
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Increase

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

POSITION SALARY REQUEST: \$30,900.00

As per Norma Ceballos Pct 3.

Salary Amount: \$ 31,680.00
 \$ 31,220.00
 \$ 32,000.00
 \$ 320.00

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 Funding from the deletion of Co Wide Adm positions.

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

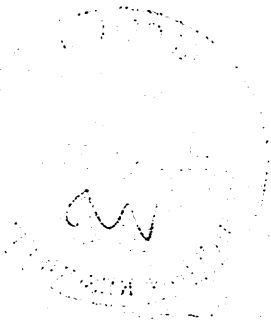
TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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- CIVIL SERVICE:**
- Exempt
 Non-Exempt
- FLSA:**
- Exempt
 Non-Exempt
- N/A

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

He is assigned supervising duties when Director is out. He oversees employees and landfill operations. He is also licensed to operate landfill.



15-11-19
001-100

103-01-1

2/10/19

10/10/19

10/10/19

10/10/19

10/10/19

10/10/19

10/10/19

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

sdfsdf

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><i>Ca. m. 3lou</i></u>
DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Lopez by Submittion</i></u>
HUMAN RESOURCES DIRECTOR | <u>12-15-14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>Ima C. Brown</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/15/14</u>
DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

- Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division in all units of measure.
- Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form.
- Ability to understand, follow and give oral and written instructions.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job

Must be able to perform heavy manual labor outdoors, within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all department's safety regulations.