



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 1/9/2015

CURRENT POSITION TITLE: COMMANDER

CURRENT SLOT #: 270-003-G001  
270-011-G0025

REQUESTED POSITION TITLE: COMMANDER

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJ. (INCREASE)/ COST ALLOCATION

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

### POSITION SALARY REQUEST:

#### HIDTA TASK FORCE (270-003)

Salary Amount:

\$ 80,000.00      \$ 80,000.00      \$ 0.00  
Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

#### HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 0.00      \$ 30,000.00      \$ 30,000.00  
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 \_\_\_\_\_

### POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee 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)

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

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

Recently Appointed \_\_\_\_\_

**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.

*For*  
RICARDO RODRIGUEZ, JR.

1/12/2015

Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

2.

HUMAN RESOURCES DIRECTOR

1/16/2015

Date

PERSONNEL PROCEDURES COMPLETED

YES

NO

3.

DEPARTMENT OF BUDGET & MANAGEMENT

01/16/2015

Date

BUDGET PROCEDURES COMPLETED

YES

NO

4.

COMMISSIONERS' COURT APPROVAL

Date