



**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.	<u>Erica Zamora</u> DEPARTMENT HEAD	<u>3/16/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Valerie Dreyfus</u> HUMAN RESOURCES DIRECTOR	<u>3/16/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>03/16/2015</u> 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: Pct 2 Rd Maintenance 122-006      DATE: 3/16/2015

CURRENT POSITION TITLE: Construction Inspector      CURRENT SLOT #: 0087

REQUESTED POSITION TITLE:      PROPOSED SLOT #:

**REQUEST FOR:**

New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Change in funding source

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$	41,280.00	\$	0.00	\$	(41,280.00)
	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 Cost Savings for Pct 2 Rd Maintenance/ R & B

**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:**

Exempt            **FLSA:**      Exempt     

Non-Exempt            Non-Exempt     

N/A     

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

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1.	<u>Erika Zamora</u> DEPARTMENT HEAD	<u>3/16/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Kevin Pulgarin</u> HUMAN RESOURCES DIRECTOR	<u>3/16/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>03/16/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____



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|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Bela Zamora</i></u><br>DEPARTMENT HEAD               | <u>3/16/15</u><br>Date    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Michelle Puljins</i></u><br>HUMAN RESOURCES DIRECTOR | <u>3/16/15</u><br>Date    | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>DS</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT      | <u>03/16/2015</u><br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL                     | _____<br>Date             |                                   |   |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct 2 Rd Maintenance 122-006      DATE: 3/16/2015

CURRENT POSITION TITLE: Engineering Technician IV      CURRENT SLOT #: 0089

REQUESTED POSITION TITLE:      PROPOSED SLOT #:

**REQUEST FOR:**

New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Change in funding source

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 41,280.00      \$ 0.00      \$ (41,280.00)  
 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 Cost Savings for Pct 2 Rd Maintenance/ R & B

**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:**

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

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

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\_\_\_\_\_

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

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1.	<u>Erika Zamora</u> DEPARTMENT HEAD	<u>3/16/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Alle Orley</u> HUMAN RESOURCES DIRECTOR	<u>3/16/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>03/16/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date		



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2.	<u>Flora Pulgarin</u> HUMAN RESOURCES DIRECTOR	<u>3/16/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>03/16/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____