



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
MAR 15 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: HIDTA Task Force DATE: 3/16/2015
CURRENT POSITION TITLE: Commander G001 (270-003)
CURRENT SLOT #: G025 (270-011)
REQUESTED POSITION TITLE: Commander

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of funds

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

POSITION SALARY REQUEST:

HIDTA Task Force (270-003) Salary Amount:

\$ 80,000.00 Current G&S/ Budgeted Salary \$ 92,917.00 Proposed G&S/ Budgeted Salary \$ 12,917.00 Net Change
92,917.00 D.T. *12,917.00 D.T.*

HIDTA Chapter 59 (270-011) Salary Amount:

\$ 30,000.00 Current G&S/ Budgeted Salary \$ 17,083.00 Proposed G&S/ Budgeted Salary \$ (12,917.00) Net Change
17,083.00 D.T. *(12,917.00) D.T.*

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

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

Redistribution of funds to comply with grant funding availability.

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.	<u>Rosalinda Cantu</u> DEPARTMENT HEAD	<u>03/16/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
2.	<u>Esther Cordero</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>03/10/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
4.	_____	_____	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date					



HIDALGO COUNTY

Personnel Adjustment Request Form

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HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: HIDTA Task Force DATE: 3/16/2015

CURRENT POSITION TITLE: Criminal Investigation II CURRENT SLOT #: G004 (270-003)
G004 (270-011)

REQUESTED POSITION TITLE: Criminal Investigation II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of funds

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

POSITION SALARY REQUEST:**HIDTA Task Force (270-003) Salary Amount:**

\$ 50,000.00 \$ 55,000.00 \$ 5,000.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA Chapter 59 (270-011) Salary Amount:

\$ 5,000.00 \$ 0.00 \$ (5,000.00)
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 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

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

Redistribution of funds to comply with grant funding availability.

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.	<u>Rosalinda Coufin</u> DEPARTMENT HEAD	<u>03/16/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Rosalinda Coufin</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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DEPARTMENT NAME/NUMBER: HIDTA Task Force DATE: 3/16/2015

CURRENT POSITION TITLE: Criminal Investigation II G006 (270-003)
CURRENT SLOT #: G006 (270-011)

REQUESTED POSITION TITLE: Criminal Investigation II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of funds

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

POSITION SALARY REQUEST:**HIDTA Task Force (270-003) Salary Amount:**

\$	<u>50,000.00</u>	\$	<u>57,000.00</u>	\$	<u>7,000.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

HIDTA Chapter 59 (270-011) Salary Amount:

\$	<u>7,000.00</u>	\$	<u>0.00</u>	\$	<u>(7,000.00)</u>
	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 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: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Restribution of funds to comply with grant funding availability.

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.	<u>Rosalinda Cantu</u> DEPARTMENT HEAD	<u>03/16/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
2.	<u>Patricia A. Cook</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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DEPARTMENT NAME/NUMBER: HIDTA Task Force DATE: 3/16/2015
CURRENT POSITION TITLE: Accountant III G009 (270-003)
CURRENT SLOT #: G026 (270-011)
REQUESTED POSITION TITLE: Accountant III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of funds

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

POSITION SALARY REQUEST:

HIDTA Task Force (270-003) Salary Amount:

\$ 55,000.00 \$ 11,000.00 \$ (44,000.00)
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA Chapter 59 (270-011) Salary Amount:

\$ 0.00 \$ 44,000.00 \$ 44,000.00
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 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: Exempt Non-Exempt N/A
FLSA: Exempt Non-Exempt

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

Redistribution of funds to comply with grant funding availability.

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.	<u>Rosalinda Caputi</u> DEPARTMENT HEAD	<u>03/16/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
2.	<u>Esther A. Cobay</u> HUMAN RESOURCES DIRECTOR	<u>3/16/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
3.	<u>Do J</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					

for Ricardo Rodriguez, Jr.

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.	<u>Rosalinda Canhi</u> DEPARTMENT HEAD	<u>03/16/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
2.	<u>Beth A. Cortez</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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DEPARTMENT NAME/NUMBER: HIDTA Task Force DATE: 3/16/2015
CURRENT POSITION TITLE: Criminal Investigator III G014 (270-003)
CURRENT SLOT #: G024 (270-011)
REQUESTED POSITION TITLE: Criminal Investigator III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of funds

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

POSITION SALARY REQUEST:

HIDTA Task Force (270-003) Salary Amount:

\$ 55,800.00 Current Budgeted Salary \$ 62,000.00 Proposed Budgeted Salary \$ 6,200.00 Net Change

HIDTA Chapter 59 (270-011) Salary Amount:

\$ 6,200.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ (6,200.00) 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 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: Exempt Non-Exempt N/A
FLSA: Exempt Non-Exempt

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

Redistribution of funds to comply with grant funding availability.

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

for Ricardo Rodriguez, Jr.

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