

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Eddy C</u>
DEPARTMENT HEAD | <u>7-6-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Ester A-Lovary /jpc</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Eddi CC</u>
DEPARTMENT HEAD | <u>7-6-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez/sgc</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

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ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Eldi O</u>
DEPARTMENT HEAD | <u>7-10-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / gsc</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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N/A

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N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Edna K</u>
DEPARTMENT HEAD | <u>7-6-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez Lopez</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>AS E</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</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 Sanitation 122-001

DATE: 07/07/15

CURRENT POSITION TITLE: Maintenance Worker I

CURRENT SLOT. #: 0019

REQUESTED POSITION TITLE: Maintenance II
(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: \$ 23,015.00 \$ 25,426.00 \$ 2,411.00
 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 Deleted 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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

Reclassification of this position is necessary to meet the Precincts departmental need. The job content, job responsibilities and level of knowledge for this position are consistent with the position title requested. Therefore, an adjustment of salary is essential in order to continue the efficiency of the operation.

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Ed di U</u>
DEPARTMENT HEAD | <u>7-6-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / apr</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</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 Sanitation 122-001

DATE: 07/07/15

CURRENT POSITION TITLE: Truck Driver II

CURRENT SLOT. #: 0007

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 27,826.00 Current Budgeted Salary \$ 32,029.00 Proposed Budgeted Salary \$ 4,203.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other Deleted 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:

<u>Start Date</u>	<u>End Date</u>	<u>Working Days & Hours</u>	<u>Hours Per Week</u>	<u>Duration (2 weeks, 3 months, etc.)</u>
-------------------	-----------------	---------------------------------	-----------------------	---

- | | | | |
|----------------|-------------------------------------|------------|-------------------------------------|
| 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)

Adjustment of salary is essential in order to maintain the efficient operation of services provided by Pct. 2, provide a reasonable living wage to County employees, and as a matter of achieving parity with comparable salaries for these positions in all other Commissioners' precincts.

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.


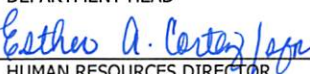

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|---|----------|-----------------------------------|---|
| 1. |  | 7.6-15 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | |
| 2. |  | 07-06-15 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | |
| 3. |  | 7/6/2015 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Eddick</u>
DEPARTMENT HEAD | <u>7-6-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / sja</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Erdi K</u>
DEPARTMENT HEAD | <u>7-16-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez Lopez</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.




N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | <u>7-6-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

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ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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COMMENTS: (Any comments you wish to make regarding this request)

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HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|-----------------------------------|-----------------|-----------------------------------|---|
| 1. | <i>Eddi OB</i> | <i>7-6-15</i> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | |
| 2. | <i>Esther A. Cortez / aka</i> | <i>07-06-15</i> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | |
| 3. | <i>DS</i> | <i>7/6/2015</i> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | |
| 4. | | | | |
| | COMMISSIONERS COURT APPROVAL | DATE | | |

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Eldi CC</u>
DEPARTMENT HEAD | <u>7-6-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / dpa</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Eddie U</u>
DEPARTMENT HEAD | <u>7-6-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez Lopez</u>
HUMAN RESOURCES DIRECTOR | <u>07.06.15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Edi U</u>
DEPARTMENT HEAD | <u>7-6-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther R. Cortez / sja</u>
HUMAN RESOURCES DIRECTOR | <u>09-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

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ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Eddie W</u>
DEPARTMENT HEAD | <u>7-6-2015</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Leroy Lopez</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</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 Road Maintenance 122-006

DATE: 07/07/15

CURRENT POSITION TITLE: Truck Driver III

CURRENT SLOT. #: 0024

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 29,391.00 \$ 34,589.00 \$ 5,198.00
 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 Pct. 2 Road Maintenance Acct. 5-1200-431-00-122-006-0-890

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)

Adjustment of salary is essential in order to maintain the efficient operation of services provided by Pct. 2, provide a reasonable living wage to County employees, and as a matter of achieving parity with comparable salaries for these positions in all other Commissioners' precincts.

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Edwin C</u>
DEPARTMENT HEAD | <u>7-6-2015</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez Lopez</u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|---|------------------|-----------------------------------|---|
| 1. | <i>[Signature]</i>
DEPARTMENT HEAD | 7-6-2015
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <i>[Signature]</i>
HUMAN RESOURCES DIRECTOR | 07-06-15
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i>
DEPARTMENT OF BUDGET & MANAGEMENT | 7/6/2015
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>[Signature]</i></u>
DEPARTMENT HEAD | <u>7-6-2015</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez Lopez</i></u>
HUMAN RESOURCES DIRECTOR | <u>07-06-15</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>7/6/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

COMMENTS: (Any comments you wish to make regarding this request)

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Gaddis</u> DEPARTMENT HEAD	<u>7-6-2015</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>07.06.15</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/6/2015</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			