



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001)

DATE: 7/10/2012

CURRENT POSITION TITLE: CAPTAIN

CURRENT SLOT #: 001-008

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other DELETE POSITION

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 66,950.00    \$ 0.00    \$ (66,950.00)  
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, etc.)

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

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

Position will be deleted.  
\_\_\_\_\_  
\_\_\_\_\_

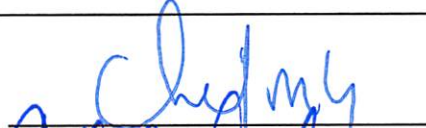


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	<u>2-10-15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>7/13/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/17/2015</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: SHERIFF'S OFFICE (280-001)

DATE: 7/10/2015

CURRENT POSITION TITLE: CAPTAIN

CURRENT SLOT #: 001-008

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other DELETE CLOTHING ALLOWANCE

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 500.00    \$ 0.00    \$ (500.00)  
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, etc.)

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

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

REMOVE CLOTHING ALLOWANCE  
\_\_\_\_\_  
\_\_\_\_\_

**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.	<i>Chafmly</i> DEPARTMENT HEAD	7-10/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<i>John A. Carls</i> HUMAN RESOURCES DIRECTOR	7/13/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	7/17/2015 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: SHERIFF'S OFFICE (280-001)

DATE: 7/10/2015

CURRENT POSITION TITLE: ~~LIEUTENANT IV~~

CURRENT SLOT #: 0421

REQUESTED POSITION TITLE: N/A Lieutenant IV<sup>DT</sup>

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00      \$ 57,759.00      \$ 57,759.00  
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, etc.)

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

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

Reconstruction of Organization.


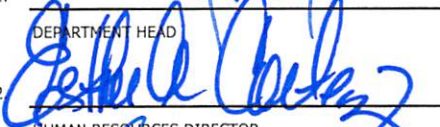

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.		7-10-15	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		7/13/2015	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		7/17/2015	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.			COMMISSIONERS' COURT APPROVAL		
		Date			



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001)

DATE: 7/10/2015

CURRENT POSITION TITLE: ~~LIEUTENANT IV~~

CURRENT SLOT #: 0421

REQUESTED POSITION TITLE: ~~N/A~~ <sup>DT</sup> Lieutenant IV

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other ADDING CLOTHING ALLOWANCE

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 0.00      \$ 500.00      \$ 500.00  
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, etc.)

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

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

Reconstruction of Organization

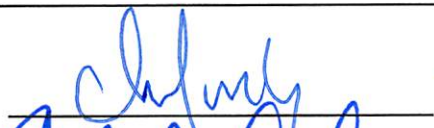


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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

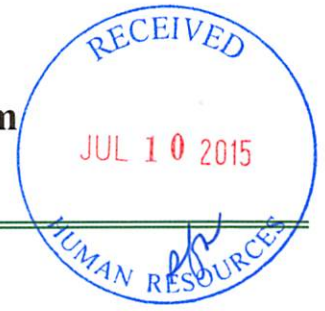
**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 _____ DEPARTMENT HEAD	2-10-15 _____ Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	7/13/2015 _____ Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	7/17/2015 _____ 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: SHERIFF'S OFFICE (280-001)

DATE: 7/8/2015

CURRENT POSITION TITLE: DEPUTY SHERIFF

CURRENT SLOT #: 001-124

REQUESTED POSITION TITLE: N/A

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other DELETE CLOTHING ALLOWANCE

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 500.00    \$ 0.00    \$ (500.00)  
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, etc.)

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

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

REMOVE CLOTHING ALLOWANCE \_\_\_\_\_

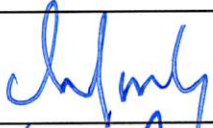
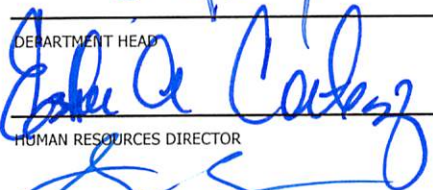

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	<u>7-9/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>7/16/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/17/2015</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: SHERIFF'S OFFICE (280-001)

DATE: 7/8/2015

CURRENT POSITION TITLE: DEPUTY SHERIFF

CURRENT SLOT #: 001-144

REQUESTED POSITION TITLE: N/A

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other DELETE CLOTHING ALLOWANCE

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 500.00      \$ 0.00      \$ (500.00)  
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, etc.)

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

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

REMOVE CLOTHING ALLOWANCE

**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.	 DEPARTMENT HEAD	7-9-15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/10/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/17/2015 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: SHERIFF'S OFFICE (280-001)

DATE: 7/8/2015

CURRENT POSITION TITLE: DEPUTY SHERIFF

CURRENT SLOT #: 001-156

REQUESTED POSITION TITLE: N/A

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other DELETE CLOTHING ALLOWANCE

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 500.00      \$ 0.00      \$ (500.00)  
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, etc.)

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

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

REMOVE CLOTHING ALLOWANCE

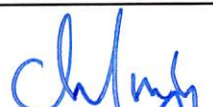


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.		7-9-15	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		7/10/2015	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		7/17/2015	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.					
	COMMISSIONERS' COURT APPROVAL	Date			



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001)

DATE: 7/8/2015

CURRENT POSITION TITLE: DEPUTY SHERIFF STEP II

CURRENT SLOT #: 001-060

REQUESTED POSITION TITLE: N/A

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other ADDING CLOTHING ALLOWANCE

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00      \$ 500.00      \$ 500.00  
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, etc.)

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

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

Requesting Clothing allowance.  
\_\_\_\_\_  
\_\_\_\_\_


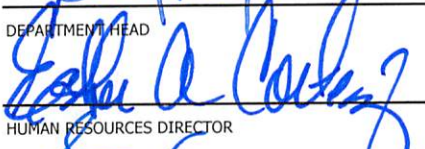

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	7-9-15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/10/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/17/2015 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: SHERIFF'S OFFICE (280-001)

DATE: 7/8/2015

CURRENT POSITION TITLE: DEPUTY SHERIFF STEP II

CURRENT SLOT #: 001-074

REQUESTED POSITION TITLE: N/A

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other ADDING CLOTHING ALLOWANCE

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00      \$ 500.00      \$ 500.00  
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, etc.)

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

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

Requesting Clothing allowance.  
\_\_\_\_\_  
\_\_\_\_\_




**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.	 DEPARTMENT HEAD	<u>7/9/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>7/10/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>2/17/2015</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: SHERIFF'S OFFICE (280-001)

DATE: 7/8/2015

CURRENT POSITION TITLE: DEPUTY SHERIFF STEP II

CURRENT SLOT #: 001-224

REQUESTED POSITION TITLE: N/A

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other ADDING CLOTHING ALLOWANCE

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00      \$ 500.00      \$ 500.00  
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, etc.)

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

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

Requesting Clothing allowance.  
\_\_\_\_\_  
\_\_\_\_\_

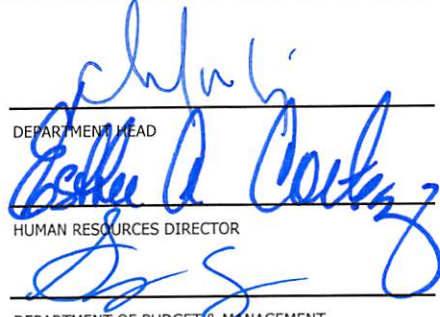

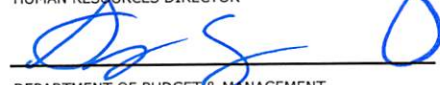
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 _____ DEPARTMENT HEAD	<u>7-9-15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	<u>7/16/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/17/2015</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: SHERIFF'S OFFICE (280-005)

DATE: 7/14/2015

CURRENT POSITION TITLE: COMMUNITY LIAISON DIRECTOR

CURRENT SLOT #: 005-001

REQUESTED POSITION TITLE: N/A

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other DELETE POSITION

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 55,000.00    \$ 0.00    \$ (55,000.00)  
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, etc.)

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

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

Position will be deleted. \_\_\_\_\_

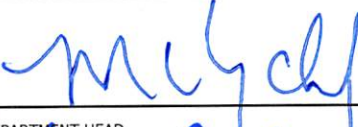
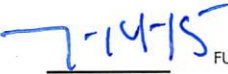
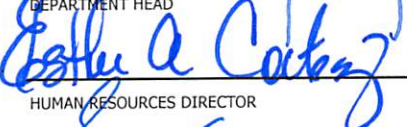
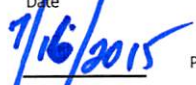
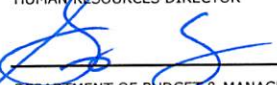
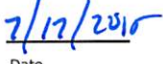
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1.	 DEPARTMENT HEAD	 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____