



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **URBAN COUNTY PROGRAM/250**

DATE: **September 3, 2015**

CURRENT POSITION TITLE: **UCP COORDINATOR I - TxCDBG  
DISASTER RECOVERY (250-006)**

CURRENT SLOT. #: **0001 & 0002**

REQUESTED POSITION TITLE: **UCP COORDINATOR I - URBAN COUNTY  
CDBG (250-001)**

CURRENT SLOT. #: **0011 & 0022**

**REQUEST FOR: OF POSITION**

New Position    
  Temporary Position    
  Position Reclassification\*    
  Other

**EMPLOYEE LATERAL  
TRANSFER WITHIN  
DEPARTMENT**

**POSITION SALARY REQUEST:**

|                     |    |                          |    |                           |    |            |
|---------------------|----|--------------------------|----|---------------------------|----|------------|
| 2                   | \$ | 38,222.00                | \$ | 38,222.00                 | \$ | 0.00       |
| NO. OF<br>POSITIONS |    | CURRENT SALARY/ALLOWANCE |    | PROPOSED SALARY/ALLOWANCE |    | NET CHANGE |

ST X2 = \$76,440.00  
 ST X2 = \$76,440.00

Position to be funded from one of the following:

Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds

Other \_\_\_\_\_

**POSITION SALARY REQUEST:**

|   |   |
|---|---|
| Full Time Employee Object 113 <input checked="" type="checkbox"/> | Part Time Employee Object 114 <input type="checkbox"/>  |
| Enter hourly rate for temp. positions _____                       |   |
| Full Time Temporary Object 121 <input type="checkbox"/>           | Part Time Temporary Object 122 <input type="checkbox"/> |
| 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         | <input type="checkbox"/>            | FLSA:                | Exempt         | <input type="checkbox"/>            |
| Non-Exempt     | <input checked="" type="checkbox"/> | Non-Exempt           | Non-Exempt     | <input checked="" type="checkbox"/> |
| N/A            | <input type="checkbox"/>            |                      |                |                                     |

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

**PERSUANT TO CHAPTER III OF THE CIVIL SERVICE COMMISSION RULES**

**SECTIONS 3.16, 3.17, 3.18, 3.19, 3.20 AND 3.21**

**(SEE ATTACHED)**

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

**SEE ATTACHED**

**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>Maria R. Segner</u><br>DEPARTMENT HEAD               | <u>9/3/15</u><br>DATE    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez</u><br>HUMAN RESOURCES DIRECTOR     | <u>9/9/2015</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/10/2015</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                            | DATE                     |                                   |   |                             |