



HIDALGO COUNTY

Personnel Adjustment Request Form



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

DATE: **9/18/15**

CURRENT POSITION TITLE: **ACCOUNTANT II - URBAN COUNTY CDBG (250-001)**

CURRENT SLOT. #: **0016**

REQUESTED POSITION TITLE:

CURRENT SLOT. #:

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other **DELETE POSITION**

POSITION SALARY REQUEST:

1 \$ 43,574.00 \$ 0.00 \$ (43,574.00)
NO. OF POSITIONS CURRENT SALARY/ALLOWANCE PROPOSED SALARY/ALLOWANCE NET CHANGE

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 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 _____
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)

DELETING THIS POSITION WILL BETTER SERVE THE NEEDS OF URBAN COUNTY PROGRAM

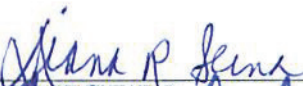
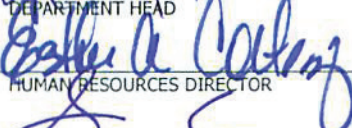

NEW POSITION: Brief job description and attach a copy of the new job description.

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

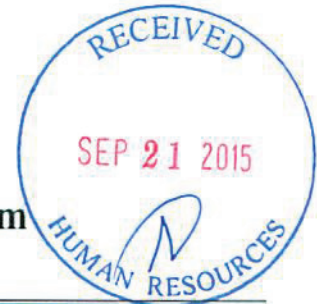
BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>9/21/15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>9/22/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>9/25/2015</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: **URBAN COUNTY PROGRAM/250**

DATE: **9/18/15**

CURRENT POSITION TITLE: **ADMINISTRATIVE ASSISTANT III –
URBAN COUNTY CDBG (250-001)**

CURRENT SLOT. #: **0018**

REQUESTED POSITION TITLE:

CURRENT SLOT. #:

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other **DELETE POSITION**

POSITION SALARY REQUEST:

1 \$ 35,064.00 \$ 0.00 \$ (35,064.00)
NO. OF CURRENT SALARY/ALLOWANCE PROPOSED SALARY/ALLOWANCE NET CHANGE
POSITIONS

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 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 _____
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 <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)

DELETING THIS POSITION WILL BETTER SERVE THE NEEDS OF URBAN COUNTY PROGRAM

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

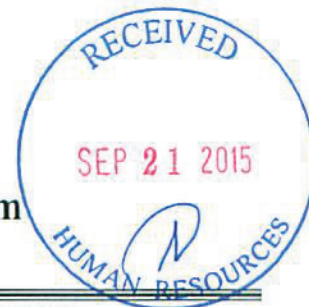
BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Maria R. Sierra</i></u>
DEPARTMENT HEAD | <u>9/21/15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cadenas</i></u>
HUMAN RESOURCES DIRECTOR | <u>9/22/2015</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>9/25/2015</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: **URBAN COUNTY PROGRAM/250**

DATE: **9/18/15**

CURRENT POSITION TITLE: **CLERK III - URBAN COUNTY CDBG (250-001)**

CURRENT SLOT. #: **0020**

REQUESTED POSITION TITLE:

CURRENT SLOT. #:

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other **DELETE POSITION**

POSITION SALARY REQUEST:

1 \$ 26,924.00 \$ 0.00 \$ (26,924.00)
NO. OF CURRENT SALARY/ALLOWANCE PROPOSED SALARY/ALLOWANCE NET CHANGE
POSITIONS

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 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions
Full Time Temporary Object 121 Part Time Temporary Object 122 _____
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 <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)

DELETING THIS POSITION WILL BETTER SERVE THE NEEDS OF URBAN COUNTY PROGRAM




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>9/21/15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>9/22/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>9/25/2015</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: **URBAN COUNTY PROGRAM – CDBG (250-001)** DATE: **9/18/15**
URBAN COUNTY PROGRAM – HOME (250-002)

CURRENT POSITION TITLE: **DEPUTY DIRECTOR** CURRENT SLOT. #: **0004 (250-001)**

REQUESTED POSITION TITLE: **DEPUTY DIRECTOR** CURRENT SLOT. #: **0008 (250-002)**

REQUEST FOR: OF POSITION

New Position
 Temporary Position
 Position Reclassification*
 Other
 REDISTRIBUTE COST ALLOCATION

POSITION SALARY REQUEST:

CDBG (250-001)	1	\$ 57,305.00	\$ 76,407.00	\$ 19,102.00
ACCOUNT NO.	NO. OF POSITIONS	CURRENT SALARY/ALLOWANCE	PROPOSED SALARY/ALLOWANCE	NET CHANGE
HOME (250-002)	1	19,102.00	0.00	(19,102.00)
ACCOUNT NO.	NO. OF POSITIONS	CURRENT SALARY/ALLOWANCE	PROPOSED SALARY/ALLOWANCE	NET CHANGE

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
 Part Time Employee Object 114
 _____ Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122
 _____ 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 <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)

AS PER THE NEEDS OF THE URBAN COUNTY PROGRAM

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><i>Alfonso R. Lewis</i></u> DEPARTMENT HEAD	<u>9/21/15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Patricia A. Colby</i></u> HUMAN RESOURCES DIRECTOR	<u>9/22/2015</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>9/25/2015</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			