



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PCT 4 RD MAINTENANCE (1200) / 124-007
Pct 4 Sanitation (1100) / 124-001 DT

DATE: 09/30/2015

CURRENT POSITION TITLE: CHIEF ADMINISTRATOR

CURRENT SLOT #: 0006 (124-007)
0004 (124-001) DT

REQUESTED POSITION TITLE: GENERAL OPERATIONS MANAGER

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other TITLE CHANGE ONLY

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

POSITION SALARY REQUEST:

124-001 DT	\$ 38,625.00 DT	\$ 38,625.00 DT	\$ 0.00 DT
124-007 DT	\$ 38,625.00 DT	\$ 38,625.00 DT	\$ 0.00 DT
Salary Amount:	\$ <u>77,250.00</u>	\$ <u>77,250.00</u>	\$ <u>0.00</u>
	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 5-1200-431-00-124-007-0-XXX; 5-1100-432-00-124-001-0-XXX DT

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.)
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CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Reorganization of administrative staff.

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>Robert Palacios Sr.</u> DEPARTMENT HEAD	<u>10-5-15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Esther A. Wolkowicz</u> HUMAN RESOURCES DIRECTOR	<u>10/7/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/9/2015</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 4 RD MAINTENANCE (1200) /124-007

DATE: 09/30/2015

CURRENT POSITION TITLE: GENERAL OPERATIONS MANAGER

CURRENT SLOT. #: 0059 (124-007)

REQUESTED POSITION TITLE: CHIEF ADMINISTRATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other TITLE CHANGE ONLY

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

POSITION SALARY REQUEST:

Salary Amount: \$ 86,888.00 Current Budgeted Salary \$ 86,888.00 Proposed Budgeted Salary \$ 0.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 5-1200-431-00-124-007-0 -XXX

POSITION Type:

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:				
Exempt	<input checked="" type="checkbox"/>	FLSA:	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt		<input type="checkbox"/>
N/A	<input type="checkbox"/>			

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

Reorganization of administrative staff.

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

POSITION RECLASIFICATION: 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>Joseph Palacios</u> DEPARTMENT HEAD	<u>10-5-15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Patricia A. [Signature]</u> HUMAN RESOURCES DIRECTOR	<u>10/7/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/9/2015</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		