



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Precinct #3. Rd. Maintenance DATE: 12/30/2015
 (123-005)

CURRENT POSITION TITLE: N/A CURRENT SLOT #: T-005-0100

REQUESTED POSITION TITLE: Office Clerk

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 Current G&S/ Budgeted Salary \$ 15,000.00 Proposed G&S/ Budgeted Salary \$ 15,000.00 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 \$ 14.42 P/hr.
 Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ 14.42 X 1040 = 15,000 P/year *dm.*
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Jan-16 Start Date Jul-16 End Date Mon. - Fri Working Days & Hours 40 Hours Per Week 6 Months Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Position is needed to assist in several office duties due to department's high demand of workload. Also office employee out on FMLA.

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

Copy 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. *C. M. Flea*
DEPARTMENT HEAD

Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. *Paula Delgado*
HUMAN RESOURCES DIRECTOR

1/04/2016
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. *[Signature]*
DEPARTMENT OF BUDGET & MANAGEMENT

1/6/2016
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date