



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Precinct #3 - Rd. Maintenance *Am.* (123-025) DATE: 1/7/2016

CURRENT POSITION TITLE: Right of Way Agent V CURRENT SLOT #: 005-0083

REQUESTED POSITION TITLE: \_\_\_\_\_

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Deletion of Position

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 66,279.00    \$ Ø    \$ (66,279.00)

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     *OT* Part Time Employee Object 114     \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee 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.)
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CIVIL SERVICE:    FLSA:

Exempt        Exempt   

Non-Exempt     *OT*    Non-Exempt     *OT*

N/A   

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

Position is no longer needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.	<u>Jose M. Elan</u> DEPARTMENT HEAD	<u>1-7-16</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>1/08/2016</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/14/2016</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: Precinct #3 Rd. Maintenance (123-005) DATE: 1/7/2016 0101 OT  
 CURRENT POSITION TITLE: N/A CURRENT SLOT #: 005-0101 dm.  
 REQUESTED POSITION TITLE: Maintenance I

**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    \$ 28,000.00    \$ 28,000.00  
 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 Temporary Object 121     Part Time Temporary Object 122     \$ 13.46  
 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:    FLSA:  
 Exempt        Exempt      
 Non-Exempt        Non-Exempt      
 N/A   

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

Position is needed to assist in duties due to department's high demand of workload.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

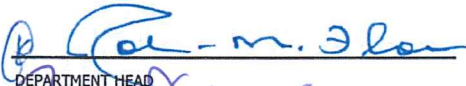
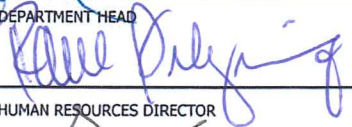
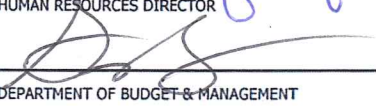
Copy attached.

**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.	 DEPARTMENT HEAD	<u>1-17-16</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>1/08/2016</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/14/2016</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____

## **HIDALGO COUNTY PRECINCT #3**

### **MAINTENANCE I**

#### **GENERAL DESCRIPTION**

Serves as general maintenance for the Precincts. This is a responsible position that may involve minimal instruction or supervision. This is an unskilled manual labor position involved with maintenance of County roads and right-of-way, or servicing an operation such as brush collection, road patch work, and drainage clearing.

#### **EXAMPLES OF WORK PERFORMED**

Loads material, trash, brush, etc., onto truck; may sometime unload the same

Assists in cleaning equipment, hand tools, and truck

May perform minor repairs to the tools, equipment, and truck

Cut high grass or weeds and picks up brush along County right-of-way

Maintain shop area clean on daily basis

May patch County Roads

May operate chainsaw to clear right of ways

Regular attendance is a must

Ability to work well with others

#### **GENERAL QUALIFICATION GUIDELINES**

##### **Experience and Education**

Graduation from a high school or equivalent (GED)

Experience in masonry and cement work

##### **Certificates, Licenses, Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **Knowledge, Skills, and Abilities**

Must have basic knowledge of hand tools associated with manual labor and the minor repair of the equipment

Employee working in the installation of signs may use a jackhammer, pole-hole digger, hole-auger, air compressor, etc., but all employees will be trained on the job to handle such tools

Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manual

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division in all units of measure

Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form

Ability to understand, follow and give oral and written instructions

Employee may be assigned other duties in addition to those listed

Duties may change according to the changing needs of the County

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel

The employee must occasionally lift and/or move over twenty five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job

The noise level in the work environment is usually moderate

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations