

HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 (121-013) / BCAP (125-028) DATE: 1/27/2016
CURRENT POSITION TITLE: ACCOUNTS PAYABLE SUPERVISOR CURRENT SLOT #: 121-013 / 4 & 125-028 / A005
REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE SUPPLEMENT PAY

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

POSITION SALARY REQUEST:

Salary Amount:	6-1100-452-00-121-013-0-113		
	\$ <u>41,988.00</u>	\$ <u>41,988.00</u>	\$ <u>0.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change
	6-1200-431-00-125-028-117		
	\$ <u>3,500.00</u>	\$ <u>0.00</u>	\$ <u>(3,500.00)</u>
	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

POSITION TYPE:

Full Time Employee Object 113 Part Time Temporary Object 114 \$ _____
Enter hourly rate for temp. positions
Full Time Employee Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date End Date Working Days & Hours Hours Per Week 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)

Removing supplement pay due to reassignment of duties.


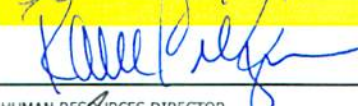

NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 Date: 1-27-16	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 Date: 1/28/2016	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 Date: 1/29/2016	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. 1 (121-004) / BCAP (125-028) DATE: 1/27/2016
 CURRENT POSITION TITLE: CLERK IV CURRENT SLOT #: 121-004 / 9 & 125-028 / A005 4 dm.
 REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other
 ADD SUPPLEMENT PAY

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

POSITION SALARY REQUEST:

Salary Amount:	6-1200-431-00-121-004-0-113		
\$	<u>39,253.00</u>	\$	<u>39,253.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary 6-1200-431-00-125-028-117
		\$	<u>0.00</u>
			Net Change
\$	<u>0</u>	\$	<u>3,500.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary
		\$	<u>3,500.00</u>
			Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

POSITION TYPE:

Full Time Employee Part Time Temporary \$ _____
 Object 113 Object 114 Enter hourly rate for temp. positions
 Full Time Employee Part Time Temporary \$ _____
 Object 121 Object 122 Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

N/A

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)

Adding supplement pay due to reassignment of duties.


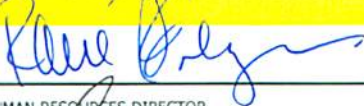

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4.	COMMISSIONERS' COURT APPROVAL	Date			