

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> Lazaro Bellardo Jr. </u> DEPARTMENT HEAD	<u> 3/15/16 </u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u> Kelli Orlowski </u> HUMAN RESOURCES DIRECTOR	<u> 3/18/2016 </u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u> [Signature] </u> DEPARTMENT OF BUDGET & MANAGEMENT	<u> 3/21/2016 </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: 293-001

DATE: 3/22/2016

CURRENT POSITION TITLE:

CURRENT SLOT #: 0024

REQUESTED POSITION TITLE: Administrative Assistant II

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 \$ 28,940.00 \$ 28,940.00
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 ~~\$28,940.00/2,080~~ = \$13.91 ^{OT}
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 FLSA: Exempt
Non-Exempt Non-Exempt
N/A

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

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See attached.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. *Mazuro Gallardo*
DEPARTMENT HEAD

3/15/16
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. *Paula Delgado*
HUMAN RESOURCES DIRECTOR

3/18/2016
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. *Do S...*
DEPARTMENT OF BUDGET & MANAGEMENT

3/21/2016
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

_____ Date

Additional Duties: Admin Asst I

Must perform as receptionist and telephone switchboard duties

Must have the ability and communication skills to work as departmental dispatcher

Must be able to perform data entry, retrieval and data searches to assist the public

Must be able to develop working knowledge of civil and criminal process

Must have the ability to maintain effective working relationship with other law enforcement officials and agencies

May work as a liaison with other county departments

May assist in maintaining records pertaining Federal and State grant operations.