



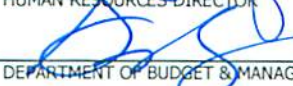
NEW POSITION: Brief job description and attach a copy of the new job description.

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>2-12-16</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. |  | <u>2/23/16</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. |  | <u>3/3/2016</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280 - 001

DATE: 3-1-2016

CURRENT POSITION TITLE: CAPTAIN

CURRENT SLOT. #: 001-006

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other Delete

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

POSITION SALARY REQUEST:

Salary Amount: \$ 68,959.00 ^{OT} 500.00 \$ 0 \$ < 68,959.00 ^{OT} > 500.00

Current Budgeted Salary / Clothing Allowance Proposed Budgeted Salary / Clothing Allowance Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other Savings from deleted to fund other positions

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.) |
|----------------|---|----------------------|---|------------------------------------|
| CIVIL SERVICE: | | FLSA: | | |
| Exempt | <input checked="" type="checkbox"/> ^{OT} | Exempt | <input checked="" type="checkbox"/> ^{OT} | |
| Non-Exempt | <input checked="" type="checkbox"/> | Non-Exempt | <input checked="" type="checkbox"/> | |
| N/A | <input type="checkbox"/> | | | |

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

Position will be deleted.

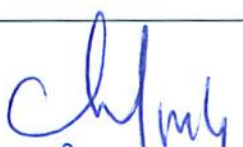


NEW POSITION: Brief job description and attach a copy of the new job description.

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>3-2-16</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. |  | <u>3/02/2016</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. |  | <u>3/3/2016</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280

DATE: 3-1-2016

CURRENT POSITION TITLE: CRIME SCENE SPECIALIST SUPERVISOR

CURRENT SLOT. #: 001-034

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary adjustment ^{of} (Increase)

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

POSITION SALARY REQUEST:

Salary Amount: \$ 49,593.00 \$ 51,093.00 \$ 1,500.00
 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 Funded from a deleted position slot #001-006

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.) |
|----------------|-------------------------------------|----------------------|----------------|-------------------------------------|
| CIVIL SERVICE: | | | | |
| Exempt | <input type="checkbox"/> | FLSA: | Exempt | <input type="checkbox"/> |
| Non-Exempt | <input checked="" type="checkbox"/> | Non-Exempt | Non-Exempt | <input checked="" type="checkbox"/> |
| N/A | <input type="checkbox"/> | | | |

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

Employee has been given additional duties for an extended period of time, therefore; an adjustment of salary is essential in order to maintain an efficient operation of services.




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. |  DEPARTMENT HEAD | <u>3/2/16</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | <u>3/02/2016</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/3/2016</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: SHERIFF'S OFFICE / 280

DATE: 3-1-2016

CURRENT POSITION TITLE: CRIME SCENE SPECIALIST

CURRENT SLOT. #: 001-042

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary adjustment *(Increase)*

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

POSITION SALARY REQUEST:

Salary Amount: \$ 47,527.00 \$ 49,027.00 \$ 1,500.00
 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 Funded from a deleted position slot #001-006

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.) |
|----------------|-------------------------------------|----------------------|-------------------------------------|------------------------------------|
| CIVIL SERVICE: | | | | |
| Exempt | <input type="checkbox"/> | FLSA: Exempt | <input type="checkbox"/> | |
| Non-Exempt | <input checked="" type="checkbox"/> | Non-Exempt | <input checked="" type="checkbox"/> | |
| N/A | <input type="checkbox"/> | | | |

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

Employee has been given additional duties for an extended period of time, therefore, an adjustment of salary is essential in order to maintain an efficient operation of services.


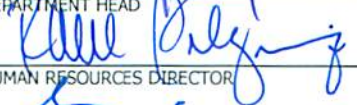

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASIFICACION: 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>3/2/16</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | <u>3/02/2016</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/3/2016</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: SHERIFF'S OFFICE / 280

DATE: 3-1-2016

CURRENT POSITION TITLE: CRIME SCENE SPECIALIST

CURRENT SLOT. #: 001-043

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary adjustment (increase)

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

POSITION SALARY REQUEST:

Salary Amount: \$ 47,527.00 \$ 49,027.00 \$ 1,500.00
 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 Funded from a deleted position slot #001-006

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.) |
|----------------|-------------------------------------|----------------------|----------------|-------------------------------------|
| CIVIL SERVICE: | | | | |
| Exempt | <input type="checkbox"/> | FLSA: | Exempt | <input type="checkbox"/> |
| Non-Exempt | <input checked="" type="checkbox"/> | Non-Exempt | Non-Exempt | <input checked="" type="checkbox"/> |
| N/A | <input type="checkbox"/> | | | |

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

Employee has been given additional duties for an extended period of time, therefore; an adjustment of salary is essential in order to maintain an efficient operation of services.




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. |  DEPARTMENT HEAD | DATE <u>3-2-16</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | DATE <u>3/02/2016</u> | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | DATE <u>3/3/2016</u> | 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: SHERIFF'S OFFICE / 280

DATE: 3-1-2016

CURRENT POSITION TITLE: CRIME SCENE SPECIALIST

CURRENT SLOT #: 001-044

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary adjustment ^{OT} (Increase)

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

POSITION SALARY REQUEST:

Salary Amount: \$ 47,527.00 \$ 49,027.00 \$ 1,500.00
 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 Funded from a deleted position slot #001-006

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

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

Employee has been given additional duties for an extended period of time, therefore; an adjustment of salary is essential in order to maintain an efficient operation of services.

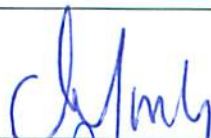


NEW POSITION: Brief job description and attach a copy of the new job description.

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. |  DEPARTMENT HEAD | 3/2/16 DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | 3/02/2016 DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | 3/3/2016 DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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


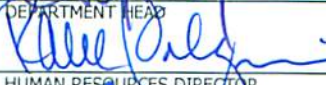
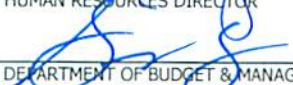
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Information Technology administrator will be responsible to install, configure and support internal and/or external networks, plan coordinate, and implement security measures to protect network system data. Manage security on internet firewall and wireless network, manage data protection on all servers, monitor security status and negate security threats. Document network configuration and security measures. Perform security risk analysis, track incident handling and reporting, recommend, install and maintain intrusion and detection monitoring system, troubleshoot network performance issues and provide recommendations for solutions.

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 | 3-2-16 DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | 3/02/2016 DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | 3/3/2016 DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

HIDALGO COUNTY SHERIFF'S OFFICE

SYSTEMS NETWORK ADMINISTRATOR

GENERAL DESCRIPTION

Responsible for the Installation, administration, connectivity, operation and maintenance of all Sheriff Office Buildings network equipment, network operating systems and communications systems. Responsible for network backups, network security and all while maintaining Sheriff Office and CJIS security standards. Maintains an inventory of all network equipment and related warranties and service level agreements. Organizes and manages complex projects under pressure and deadlines.

EXAMPLES OF WORK PERFORMED

Plan, coordinate, and implement security measures to protect network systems data

Install, configure and support internal and/or external networks

Manage security on internet firewall and wireless network

Manage data protection on all servers

Monitor security status and negate security threats

Document network configuration and security measures

Identify security considerations associated with planned releases of operating systems and make recommendations for systems security during all phases of the release process

Perform security risk analysis, track incident handling and reporting

Recommend, install and maintain intrusion and detection monitoring system

Assist in the development and maintenance of the Sheriff Office disaster recovery plan for IT services

Troubleshoot network performance issues and provide recommendations for resolution

Assess the need for repair, replacement, upgrade or addition of network components and WAN connectivity (including switches, routers, WAP's, racks and wiring)

Coordinate with vendors regarding hardware and software maintenance, service level agreement and warranty information for network equipment and software

Perform maintenance, administration and support of County's communication systems including telephone and email systems

Manage and maintain TCP/IP addressing and subnets using static and dynamic (DHCP) IP address assignment

Manage of network routing tables and firewall coding/configuration

Manage of Windows server, installation, maintenance, troubleshooting, domain issues, user management, server security management and all other Windows server related issues

Manage of AD design, installation, maintenance, troubleshooting, TCP/IP, security, firewalls, routers and VPN over the Internet, switches, V-LANs, routers Network cabling issues

Make recommendations to IT Manager on topics such as: IT standards, IT infrastructure solutions (telephone system, software solutions), and networking of the office, WEB, e-commerce and other Internet related solutions

Performs related work as assigned

Duties

Works with immediate manager on vendor selection and contract management

Communicates status of activities with the team, peers, management, and end-users

Is responsible for all network routing, switching infrastructure components both local and remote

Is responsible for all security devices such (firewalls, proxy servers, IDS, application firewalls, etc.)

Is responsible for all network access devices (routers, switches, VPN concentrators, port aggregators, wireless controllers/access points, fiber channel & iSCSI switches, etc)

Oversees the administration and implementation of network connectivity and security solutions

Implement network security, utilizing tools and techniques

Proactively monitor and report on performance and availability metrics for the network infrastructure

Allocate resources to address trouble tickets, scheduled maintenance and projects

Identify security considerations associated with planned releases of operating systems and make recommendations for systems security during all phases of the release process

Works with project teams to help implement new systems and applications

Must attend pre-construction meetings for new buildings and remodeled County sites

Occasional after hour activities & 24/7 on-call support and occasional extended work days

GENERAL QUALIFICATION GUIDELINES

Experience and Education

A minimum of a Bachelor's Degree in Computer Science or a related field

Four (4) years of experience in a Networking and/or Network Administrator role are required

Experience providing technical support functions or training in an IT environment plus three (3) years IT management experience

Cisco CCNA, CCNP, or CCIE or ability to obtain within 6 months of employment

Must be able to pass criminal background fingerprint check and have the ability to comply with state and federal requirements for criminal justice information security standards

Knowledge, Skills, and Abilities

Ability to understand issues that relate aspects of and/or parts of a project to the overall circumstances and needs of the organization is also required

Ability to understand technical and reference manuals

Knowledge of systems design and development practices, concepts and methods

Able to install, configure and maintain software and hardware connected to LAN

Must use good judgment in determining the most appropriate methods and procedures to complete assignments

Able to clarify and resolve technical and policy issues that arise during the project

Ability to effectively manage and supervise staff

Ability to maintain good working relationships with County employees, representatives of outside agencies, and members of the public

Ability to work in a fast-paced, collaborative environment

Contact is primarily with County employees, systems and network users, management, vendors and contractors to provide and exchange technical information, to plan and coordinate work activities and to resolve project issues and/or technical problems

May be required to work irregular hours, holidays and weekends to respond to emergency situations

Knowledge of VISIO preferred

Must have the ability to identify and solve complex network technical problems

Must have excellent interpersonal, written and verbal communication skills

Customer service focused

Must be able to prepare detailed graphs and diagrams of equipment infrastructure environment

Must be proficient in programming Cisco switches and routers to include configuration of IP Telephony

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
- 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



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280 - 001

DATE: 3-1-2016

CURRENT POSITION TITLE:

CURRENT SLOT. #: (0423)

REQUESTED POSITION TITLE: SERGEANT STEP I
(For new positions or reclassifications)

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 Current Budgeted Salary
 \$ 48,780.00 Proposed Budgeted Salary ^{OT} \$500.00
 \$ 48,780.00 Net Change ^{OT} \$500.00

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
- Other Funded from a deleted position.

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 FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

re-organization of personnel, funded from a deleted position.




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. |  DEPARTMENT HEAD | <u>3-2-16</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | <u>3/02/2016</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/3/2016</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |