





# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT 3 ROAD MAINTENANCE (123-005)      DATE: 05/13/2016

CURRENT POSITION TITLE: \_\_\_\_\_      CURRENT SLOT #: 0104

REQUESTED POSITION TITLE: Clerk III      NOTE: PLEASE FILL OUT MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN 31 PERSONNEL ACTIONS.

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**SALARY REQUEST:**      \$ 0.00      \$ 42,000.00      \$ 42,000.00  
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  
 Salary Adjustment     Other \_\_\_\_\_

**POSITION TYPE:**

Full Time Regular Obj. 113     Part Time Regular Obj. 114     **CIVIL SERVICE:**    **FLSA:**  
 Full Time Temporary Obj. 121     Part Time Temporary Obj. 122     Exempt     Exempt   
 Non-Exempt     Non-Exempt

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
Temporary Position Hourly Rate: _____      Temporary Position Annual Salary: _____ <small style="text-align: right;">2,080 * Hourly Rate</small>				

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

Position is needed for <sup>office use</sup> road maintenance duties due to department's high demand of workload.

**POSITION RECLASSIFICATION:** Attach completed Reclassification Analysis Form.

**COMMENTS:** Any comments you wish to make regarding this request. Attach additional pages if needed.

**CLASSIFICATION AND SALARY RECOMMENDATION**

Human Resources:	Budget & Management:
GRADE      STEP	GRADE      STEP
1. <u>[Signature]</u> <u>5-13-16</u> <small>DEPARTMENT HEAD      DATE</small>	_____ <small>COMMISSIONERS' COURT APPROVAL      AGENDA ITEM NUMBER</small>
2. <u>[Signature]</u> <u>5/16/2016</u> <small>HUMAN RESOURCES DIRECTOR      DATE</small>	3. <u>[Signature]</u> <u>5/16/2016</u> <small>DEPARTMENT OF BUDGET MANAGEMENT      DATE</small>
PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO