



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
JUN - 3 2016
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Precinct 4/124 - 001 ST

DATE: 6/2/16

CURRENT POSITION TITLE: OT Heavy Equipment Operator III

CURRENT SLOT #: 0001

REQUESTED POSITION TITLE: _____

NOTE: PLEASE FILL OUT MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN(3) PERSONNEL ACTIONS.

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other
 Delete Position _____

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

SALARY REQUEST:
 \$ 36,470.00
 \$ 0.00
 \$ -36,470.00
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
 Full Time Temporary Obj. 121
 Part Time Temporary Obj. 122

CIVIL SERVICE:

Exempt
 Non-Exempt

FLSA:

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>2,080 * Hourly Rate</small>		

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

Precinct 4 Reorganization Plan

POSITION RECLASSIFICATION: Attach completed Reclassification Analysis Form.

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

N/A

CLASSIFICATION AND SALARY RECOMMENDATION

Human Resources:

GRADE	STEP
<u>Joseph Palacios</u>	<u>6-3-16</u>
DEPARTMENT HEAD	DATE
<u>Michelle P... [Signature]</u>	<u>6/6/2016</u>
HUMAN RESOURCES DIRECTOR	DATE
PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Budget & Management:

GRADE	STEP
COMMISSIONERS' COURT APPROVAL	
<u>[Signature]</u>	
AGENDA ITEM NUMBER	
<u>4646-2016</u>	
DEPARTMENT OF BUDGET & MANAGEMENT	
DATE	
<u>[Signature]</u>	
BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	