



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
JUN - 8 2016
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Sanitation Pct. 4 (124-001)
CURRENT POSITION TITLE: CRC DT Per Othman 077 DT
REQUESTED POSITION TITLE: Clerk I (Temporary)

DATE: 06/08/16
CURRENT SLOT #: TO 14 & TO 15 DT DT

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 _____

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

SALARY REQUEST: \$ 0.00 \$ 10,504 X 2 \$ 21,008.00
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:

Depending on date of hire Mon.-Fri. 8:00 am-5:00 p.m. 40 not to exceed 6 months
Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)
Temporary Position Hourly Rate: \$10.10 Temporary Position Annual Salary: 10.10 HR X 1040 = \$10,504.00 X 2 = \$21,008.00
2,080 * Hourly Rate

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

For existing Community Resource Center Summer Program and phasing in the new Community Resource Center to be opened this year.

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:

Budget & Management:

1. Angela Palencia 6-8-16
DEPARTMENT HEAD DATE
Ally Dreyfus 6/08/2016
HUMAN RESOURCES DIRECTOR DATE
PERSONNEL PROCEDURES COMPLETED YES NO

3. [Signature] 6/9/2016
COMMISSIONERS' COURT APPROVAL AGENDA ITEM NUMBER
DEPARTMENT OF BUDGET & MANAGEMENT DATE
BUDGET PROCEDURES COMPLETED YES NO



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
JUN 10 2016
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Precinct 4/124 - 077 CRC DATE: 6-10-16

CURRENT POSITION TITLE: Clerk I CURRENT SLOT #: 0002

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: \$ 21,762.00 \$ 0.00 \$ -21,762.00
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 Department is no longer in need of this position

POSITION TYPE:

Full Time Regular Obj. 113 Part Time Regular Obj. 114 CIVIL SERVICE: Exempt FLSA: Exempt
Full Time Temporary Obj. 121 Part Time Temporary Obj. 122 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: _____
2,080 * Hourly Rate

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:

Budget & Management:

	GRADE	STEP		GRADE	STEP
1.	<u>[Signature]</u>		DATE	<u>[Signature]</u>	
	DEPARTMENT HEAD		<u>6/10/2016</u>	COMMISSIONERS' COURT APPROVAL	
2.	<u>[Signature]</u>		DATE	<u>[Signature]</u>	
	HUMAN RESOURCES DIRECTOR		<u>6/10/2016</u>	DEPARTMENT OF BUDGET & MANAGEMENT	
	PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			BUDGET PROCEDURES COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO	