



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Planning Department 210-001

DATE: June 15, 2016

CURRENT POSITION TITLE: Planning Inspector III

CURRENT SLOT #: 0006

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 deletion

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

SALARY REQUEST:
 \$ 36,116.00
 \$ -0-
 \$ (36,116.00)

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
 Exempt
 Exempt
 Full Time Temporary Obj. 121
 Part Time Temporary Obj. 122
 Non-Exempt
 Non-Exempt

CIVIL SERVICE:

FLSA:

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.

The Planning Inspector III position is to be deleted to allow for the creation of an Engineering Tech II position with the same salary allocation.

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

<p>Human Resources:</p> <p style="text-align: center;">GRADE STEP</p> <p>1. <u>77. C</u> <u>6-15-16</u></p> <p>DEPARTMENT HEAD DATE</p> <p><u>[Signature]</u> <u>6/28/2016</u></p> <p>HUMAN RESOURCES DIRECTOR DATE</p> <p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Budget & Management:</p> <p style="text-align: center;">GRADE STEP</p> <p>3. _____ _____</p> <p>COMMISSIONERS' COURT APPROVAL AGENDA ITEM NUMBER</p> <p><u>[Signature]</u> <u>6/28/2016</u></p> <p>DEPARTMENT OF BUDGET & MANAGEMENT DATE</p> <p>BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
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HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Planning Department 210-001

DATE: June 15, 2016

CURRENT POSITION TITLE: _____

CURRENT SLOT #: 0025

REQUESTED POSITION TITLE: Engineering Technician or Tech II

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- \$ 36,116.00 \$ 36,116.00
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: _____
2,080 * Hourly Rate

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

The amount of new subdivision development has created a need for an additional Engineering Technician to review infrastructure specifications and to conduct inspections on the field.

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>77. C</u>	<u>6-15-16</u>		
DEPARTMENT HEAD	DATE	COMMISSIONERS' COURT APPROVAL	AGENDA ITEM NUMBER
	<u>6/28/2016</u>		<u>6/30/2016</u>
2. HUMAN RESOURCES DIRECTOR	DATE	3. DEPARTMENT OF BUDGET & MANAGEMENT	DATE
PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	