



HIDALGO COUNTY Personnel Adjustment Request Form

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JUN 13 2016
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Fire Marshal / 300 - DM **PR** DATE: 06/10/2016

CURRENT POSITION TITLE: Deputy Fire Marshal CURRENT SLOT #: 0002

REQUESTED POSITION TITLE: Fire Investigator 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 Job Title Change

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

SALARY REQUEST: \$ 43,148.00 **PR** \$ 43,148.00 \$ 0.00
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 Exempt
Non-Exempt **PR** Non-Exempt

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.

Employee's title will be changed to Fire Investigator because he does not possess a TCOLE license to be a law enforcement officer.

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: _____
GRADE STEP

Budget & Management: _____
GRADE STEP

1. [Signature] 6/14/16
DEPARTMENT HEAD DATE

COMMISSIONERS' COURT APPROVAL _____ AGENDA ITEM NUMBER _____

2. [Signature] 6/29/2016
HUMAN RESOURCES DIRECTOR DATE

3. [Signature] 7/1/2016
DEPARTMENT OF BUDGET & MANAGEMENT DATE

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
JUN 13 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Fire Marshal / 300 - 001 **PR** DATE: 06/10/2016

CURRENT POSITION TITLE: Deputy Fire Marshal CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: Fire Investigator 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 Job Title Change

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

SALARY REQUEST: \$ 42,147.00 ²⁰ \$ 42,147.00 \$ 0.00
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 Exempt
Non-Exempt **PR** Non-Exempt

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.

Employee's title will be changed to Fire Investigator because he does not possess a TCOLE license to be a law enforcement officer.

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:

GRADE _____ STEP _____

Budget & Management:

GRADE _____ STEP _____

1. [Signature] 6/13/16
DEPARTMENT HEAD DATE

COMMISSIONERS' COURT APPROVAL AGENDA ITEM NUMBER

2. [Signature] 6/30/2016
HUMAN RESOURCES DIRECTOR DATE

3. [Signature] _____
DEPARTMENT OF BUDGET & MANAGEMENT DATE

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO