



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280-015
Jail Commissary

DATE: 7-25-2016

CURRENT POSITION TITLE:

CURRENT SLOT. #:

REQUESTED POSITION TITLE: ^{PR} COMMISSARY DETENTION OFFICER
(For new positions or reclassifications) Step I

0015

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 32,305.00 Proposed Budgeted Salary \$ 32,305.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other Funding is available from the Jail Commissary Bank Account.

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

This position will assist in the efficiency and effectiveness of the Sheriff's Office operation. Will provide corrections service during the distribution of commissary while maintaining the safety and security of inmates and the public in a County corrections facility or program. Will perform complex (journey level) clerical work in areas such as bookkeeping, inventory control, statistics, purchasing and accounting; work involves compiling and tabulating data, checking documents for accuracy, transporting documents and/or stock and inventory, and maintaining files.

NEW POSITION: Brief job description and attach a copy of the new job description.

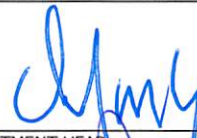
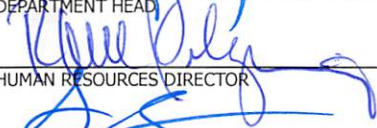

Provides corrections service during the distribution of commissary while maintaining the safety and security of inmates and the public in a County corrections facility or program. Performs complex (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, purchasing and accounting; work involves compiling and tabulating data, checking documents for accuracy, transporting documents and/or stock, and inventory and maintaining files; works under general supervision with moderate latitude for the use of initiative and independent judgment.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	DATE <u>7-27-16</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	DATE <u>8/04/2016</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	DATE <u>8/8/2016</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			