



COUNTY OF HIDALGO

Human Resources Department

PERSONNEL ADJUSTMENT REQUEST FORM

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

DATE: 08/11/2016 CURRENT POSITION TITLE: Heavy Equipment Operator II
 DEPARTMENT NAME: Hidalgo County Precinct 4 CURRENT SLOT NO.: 036-0034
 DEPARTMENT NO.: 124-036 REQUESTED POSITION TITLE: _____
Drainage Improvement Project

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Delete Position

SALARY REQUEST: \$ 31,418.00 0 -\$ 31,418.00
 Current Grade & Step Budgeted Salary Proposed Grade & Step 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 Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary			Hourly Rate	
Annual Salary / 2080 hrs per year = Hourly Rate				

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Precinct 4 Reorganization Plan

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

Jose Palacios
 Department Head

Paula Delying
 Department of Human Resources

[Signature]
 Department of Budget & Management

08/11/2016
 Date

8/12/2016
 Date

8/22/2016
 Date



COUNTY OF HIDALGO

Human Resources Department

PERSONNEL ADJUSTMENT REQUEST FORM

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

DATE: 08/11/2016 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Hidalgo County Precinct 4 CURRENT SLOT NO.: _____
 DEPARTMENT NO.: 124-036 REQUESTED POSITION TITLE: Pipe Layer/Fitter - 036-0037 510+H
Drainage Improvement Project

REQUEST FOR: New Position Temporary Position Position Reclassification* Other _____

SALARY REQUEST: \$ 0.00 \$ 28,644.00 \$ 28,644.00 \$ 0.00 dm
 Current Grade & Step Proposed Grade & Step Net Change
 Budgeted Salary Budgeted Salary

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____ To be funded from Deleted Position

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt FLSA: Exempt
 Non-Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary	Annual Salary / 2080 hrs per year = Hourly Rate		Hourly Rate	

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Precinct 4 Reorganization Plan
 Will create slot number 036-0037

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

Roscoe P. ...
 Department Head
Ed ...
 Department of Human Resources
...
 Department of Budget & Management

08/11/2016
 Date
8/12/2016
 Date
8/22/2016
 Date

HIDALGO COUNTY PRECINCT #4

PIPE LAYER/FITTER

GENERAL DESCRIPTION

Employee will be laying storm drain pipe in the County's drainage easements.

EXAMPLES OF WORK PERFORMED

Perform maintenance duties as directed

Trimming; mowing grass and brush along drain ditch and guard rails

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

Must be able to read blueprints and cut sheets

Must be able to use laser level equipment

Must be able to read tape measures and angles

Must be able to set box and grade inlets

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

Two (2) to three (3) years experience laying storm drain lines

Have experience in concrete work

Certificates, Licenses and Registration

Must have a valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Must be able to work extended hours during emergency circumstances; related to weather conditions

Will be exposed to environmental elements/weather while working

Must be able to sustain 6-7 hours of continuous work requiring sitting for long periods of time

Being able to endure tractor motion, exposure to noise, dust and dirt and working in high places

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel

The employee must occasionally lift and/or move over twenty five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job

The noise level in the work environment is usually moderate

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment

- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

