



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Phn Precinct #3 Road Maintenance DATE: 12/21/2016
 (123-005) / Pct 3 BCAP
 CURRENT POSITION TITLE: Coordinator 123-019 CURRENT SLOT #: 005-0002
DT 019-0003
DT
 REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Delete

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

POSITION SALARY REQUEST:

Salary Amount: \$ 85,913.00 / \$3,580 ^{DT} \$ 0 ^{DT} \$ (85,913.00) / (3,580.00) ^{DT}
 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
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
 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.)
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CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Position is no longer needed.

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

Copy attached.

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. *Tom M. Egan*
DEPARTMENT HEAD

12/28/16
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. *Rafael Lopez*
HUMAN RESOURCES DIRECTOR

01/05/2017
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. *[Signature]*
DEPARTMENT OF BUDGET & MANAGEMENT

01/09/2017
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

_____ Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DM

DEPARTMENT NAME/NUMBER: Precinct #3 Road Maintenance DATE: 12/21/2016
 (123-005)
 CURRENT POSITION TITLE: N/A CURRENT SLOT #: IDle (Proposed)
 REQUESTED POSITION TITLE: ~~Heavy~~ Equipment Operator III

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 Current G&S/ Budgeted Salary \$ 33,755.00 Proposed G&S/ Budgeted Salary \$ 33,755.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
 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: Exempt Non-Exempt N/A
 FLSA: Exempt Non-Exempt

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

Position is needed to assist road maintains department in overlaying roads.

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

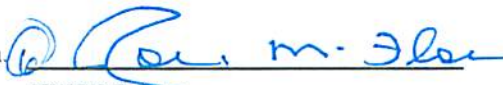
Copy attached.

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.		12/28/16	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		01/05/2017	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		01/09/2017	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.					
	COMMISSIONERS' COURT APPROVAL	Date			