



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280 -005

DATE: 3-3-2017

CURRENT POSITION TITLE: Investigation HB45 (1227)

CURRENT SLOT. #: Pending slot Allotments

REQUESTED POSITION TITLE: CRIMINAL RESEARCH SPECIALIST
(For new positions or reclassifications)

0001, 0002

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 \$ 2 X 42,700.00 Proposed Budgeted Salary \$ 2 X 42,700.00 = 85,400.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other Funds from account #7-1227-421-00-280-005-0-751

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.)
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CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

Meet needs of T.T.I.C staffing, funded from account #7-1227-421-00-280-005-0-751

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


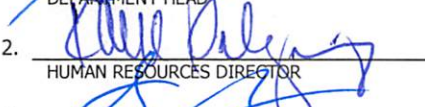
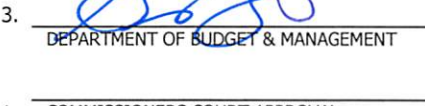
Conduct extensive database research, plans and conducts public meetings, briefings, and other activities in support of the Texas Transportation Intelligence Center and provides information to support the development and dissemination of key intelligence information. Compiles information, analyze findings, make interpretations, and writes comprehensive reports based on analysis.

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

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|----|--|--------------------------|-----------------------------------|---|
| 1. | 
DEPARTMENT HEAD | <u>3/3/17</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>3/08/2017</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/25/17</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |