

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

POSITION RECLASIFICATION: 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.	<u>Chiny</u> DEPARTMENT HEAD	<u>4-19-17</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Alle Cheyney</u> HUMAN RESOURCES DIRECTOR	<u>4/21/2017</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>SO</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>4/26/17</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			


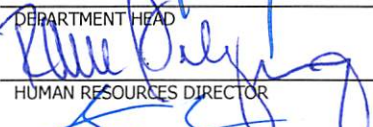

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2.		4/21/2017	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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4.	COMMISSIONERS COURT APPROVAL	DATE			

Commissary Account #7-2102-423-21-280-015-0

Justification for Grants Accountant III/Procurement Specialist Commissary Duties by Week (40 hours)

		Accountant IV Salary	\$55,000.00
Commissary Duties		40	%
*Generate daily reports from Odyssey to coincide with bank deposits and disbursements.	2.40		6.00%
*Pay bills for the Jail Commissary (invoices for items sold to inmates, commissary operating expenses, etc.	4.20		10.50%
*Pay sales tax.	4.20		10.50%
*Calculate sales for the month.	4.00		10.00%
*Prepare monthly financial statements for Jail Commissary.	5.20		13.00%
*Prepare monthly financial statements for the Inmate Trust Account.	6.00		15.00%
Preparing monthly financial statements for the Sheriff's Trust "B", Regular Trust, and Investigation Fund	3.00		7.50%
		Total hours per Week 29.00	Work % Salary 72.50%

Commissary Salary \$40,080.00



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280-001

DATE: 4-19-2017

CURRENT POSITION TITLE:

CURRENT SLOT. #:

(Proposed) Slot # 0428

REQUESTED POSITION TITLE: PROGRAM MANAGER I
(For new positions or reclassifications)

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 Budgeted Salary \$ 49,920.00 Proposed Budgeted Salary \$ 49,920.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other Funds from deleted slot #001-362 and slot #001-021

POSITION Type:

- Full Time Employee Object 113
- Part Time Employee Object 114 _____
Enter hourly rate for temp. positions
- Full Time 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)

Re-organization of personnel, funded from deleted position.

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




Manage programs, prepares reports on federal, state & local grants, regulation and statistics. Will specialize in phases of accounting work such as federal funds accounting; property and equipment control, cost and payroll. Procurement duties include conducting value analysis and contract administration. Develops products and bid specifications and helps identify potential vendors. May assigned and/or supervise the work of others.

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.		4/20/17	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		4/21/2017	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		4/26/17	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY Personnel Adjustment Request Form



0424

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280-001

DATE: 4-26-2017

CURRENT POSITION TITLE: TECHNICIAN I

CURRENT SLOT: # 1001-424

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

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: \$ 24,960.00 Current Budgeted Salary \$ 0 Proposed Budgeted Salary \$ (24,960.00) Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other To create and upgrade positions

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)

To delete position.



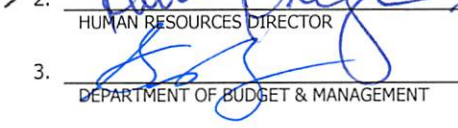
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BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		4-27-17		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		4/28/2017		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		4/28/17		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

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




Coordinates ordering, receiving, inventory, assembly, integration, check out, delivery and installation of personal computer related hardware and software. Monitors and manipulates computer set up options for routine computer operations. Works with the Repository Administrator to coordinate software and hardware inventory. Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the internet.

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- | | | | | | |
|----|--|-------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | 4-27-17
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 4/28/2017
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 4/28/17
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |