



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: *DM* Precinct #3 Road Maintenance (123-005) DATE: 5/22/2017

CURRENT POSITION TITLE: N/A CURRENT SLOT #: *DM* T-005-0108 T108

REQUESTED POSITION TITLE: Adm. Asst. Administrative Assistant IV

**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 G&S/ Budgeted Salary      \$ 19,685.00 Proposed G&S/ Budgeted Salary      \$ 19,685.00 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  \$18.93  
Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121  Part Time Temporary Object 122  \$18.93 x 1040 = \$19,685.00  
Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

~~JUN 17~~ 6/24/2017 ~~Dec. 2017~~ 12/24/2017 Mon. - Fri 40 6 Months or No Longer Dec. 31, 2017

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

**CIVIL SERVICE:**

Exempt  FLSA: Exempt

Non-Exempt  Non-Exempt

N/A

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

Position is needed to assist in several office duties due to department's high demand of workload.

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**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

Administrative Assistant IV GRADE 10/1

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.		5/23/17	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		5/25/2017	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		5/26/17	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.			COMMISSIONERS' COURT APPROVAL		
		Date			