



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Precinct #3

DATE: 11/1/2017

CURRENT POSITION TITLE: **Mechanic II**

CURRENT SLOT #: **008-0004**

REQUESTED POSITION TITLE:

**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:

\$ 29,705.00    \$ 0.00    \$ (29,705.00)  
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.)

CIVIL SERVICE:                      FLSA:  
Exempt                       Exempt                        
Non-Exempt                       Non-Exempt                        
N/A                     

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

Position no longer needed. Will request to delete and create new position Maintenance I  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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. 

DEPARTMENT HEAD

11-1-17

Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

2. 

HUMAN RESOURCES DIRECTOR

11/06/2017

Date

PERSONNEL PROCEDURES COMPLETED

YES

NO

3. 

DEPARTMENT OF BUDGET & MANAGEMENT

11/6/17

Date

BUDGET PROCEDURES COMPLETED

YES

NO

4. \_\_\_\_\_

COMMISSIONERS' COURT APPROVAL

Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Precinct #3

DATE: 11/1/2017

CURRENT POSITION TITLE: **Maintenance I**

CURRENT SLOT #: **008-0022**

REQUESTED POSITION TITLE:

### REQUEST FOR:

New Position  Temporary Position  Position Reclassification\*  Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ \_\_\_\_\_ \$ 28,239.00 \$ 28,239.00  
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.)

CIVIL SERVICE: Exempt  Non-Exempt  N/A   
FLSA: Exempt  Non-Exempt

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

This position is needed to maintain parks and pavilions. will replace the deletion of the Mechanic II.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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. [Signature]

DEPARTMENT HEAD

11-1-17  
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2. [Signature]

HUMAN RESOURCES DIRECTOR

11/06/2017  
Date

PERSONNEL PROCEDURES COMPLETED

YES  NO

3. [Signature]

DEPARTMENT OF BUDGET & MANAGEMENT

10/6/17  
Date

BUDGET PROCEDURES COMPLETED

YES  NO

4. \_\_\_\_\_

COMMISSIONERS' COURT APPROVAL

Date