AI-4677 **16.E.**

Creation of Temporary Position

CC REGULAR

Date: 07/24/2007
Submitted By: Miriam Jimenez, J.P. 2, 2
Submitted For: Miriam Jimenez
Department: J.P. 2, 2

Information

CAPTION

Justice of the Peace, Precinct 2, Place 2:
1. Discussion, consideration and approval to create one temporary full time Clerk position, slot no. 064-001-T006 & set salary at $8.00/hr (equates to $16,640.00/yr.) not to exceed six months or 12-31-07 or return of permanent full time employee. Creation of temporary position effective 07/24/07.
2. Approval of intradepartmental transfer
3. Approval of revised salary schedule

BACKGROUND

This request is a result of a need to replace the Regular F/T Clerk employee (slot #0005) who will be out on FMLA (maternity leave) and will not be getting paid, until further notice. Expected return of employee on 11/02/07. The amount estimated to lapse due to employee in slot #0005 being out on FMLA from 7/24/07 to 11/2/07 is $4,717.85.

Fiscal Impact

FISCAL YEAR: 2007 **ACCT. #:** 7-1100-412-00-064-001-0-113
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**
BUDGETARY IMPACT:
Available balance is $53,867.18 as of 7/20/07.

Attachments

Link: Fiscal Note
Link: Intradepartmental Transfer
Link: REVISED SALARY SCHEDULE

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Miriam Jimenez	07/16/2007 01:43 PM	CREATED
1	Budget & Management	Dina Trevino	07/17/2007 11:19 PM	APRV
2	Rosalinda Cantu	Rosie Cantu	07/18/2007 04:52 PM	APRV
3	Dina Trevino	Dina Trevino	07/18/2007 06:28 PM	APRV
4	Rosalinda Cantu	Rosie Cantu	07/19/2007 03:55 PM	APRV
5	Dina Trevino	Dina Trevino	07/19/2007 04:53 PM	APRV
6	Dale Kennan	Dale Kennan	07/20/2007 08:15 AM	APRV

APPROVED Esther A Cof
DATE 7.20.07