



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
County Court-At-Law No. 1 (021-001)

DATE: Enter Date
04/28/2008

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT #: Enter current
021-001-T006

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassification)
Court Administrator

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

As Per Judge, \$10.00 per hr only.

Salary Amount: \$ 0 Current Budgeted Salary \$ 48,700.00 Proposed Budgeted Salary \$ 48,700.00 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 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 10.00/hr
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

5/1/2008 Start Date 10/01/2008 End Date _____ Working Days & Hours _____ Hours Per Week _____ Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

- Exempt USA: Exempt
Non-Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
Due to unforeseen circumstances, a temporary position is crucial to accommodate the workload of an employee who will be out on Family Medical Leave (FMLA).

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

The position will encompass administrative, coordinating and interpreting job duties.

POSITION RECLASSIFICATION: plain change and /or increase in duties and responsibility. (Attach new job description)

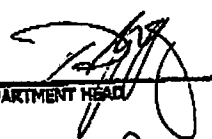
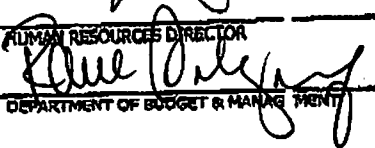
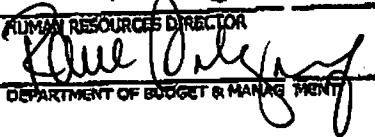
COMMENTS: (Any comments you wish to make regarding this request)

Position is crucial to the daily case workload and coordination of the court. C.C.L No. 1 is requesting a waiver of the posting/advertising procedures due to unforeseen circumstances.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Recommend approval of temporary position.
Recommend approval of waiver of job posting due to urgency of need.

→ 1.		4/28/08	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		5/02/08	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.			BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			