



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name  
**County Court-At-Law No. 6 (026-001)**

DATE: Enter Date  
**04/30/2008**

CURRENT POSITION TITLE: Enter position Title  
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CURRENT SLOT. #: Enter current  
**026-001-T006**

REQUESTED POSITION TITLE: Enter New Position Title  
 (For new positions or reclassifications)  
**Court Reporter**

**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                      \$ 60,000.00                      \$ 60,000.00  
    Current Budgeted Salary                      Proposed 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      
 Full Time Temporary Object 121         
 Part Time Temporary Object 122
- Enter hourly rate for temp. positions  
 \$ 28.8461/hr  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>05/14/2008</u> Start Date	<u>11/14/2008</u> End Date	<u>Monday-Friday 8hrs</u> Working Days & Hours	<u>40</u> Hours Per Week	<u>6<sup>RC</sup> mths</u> Duration (2 weeks, 3 months, etc.)
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- CIVIL SERVICE:**
- Exempt                           
 FLSA: 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 is currently out on Family Medical Leave (FMLA). The department is currently outsourcing court reporter services and after analyzing the high cost of such, we have determined that hiring a temporary employee would be cost effective to the County.

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

The position will encompass recording, transcribing, and maintaining records of court proceedings. Will engage in the preparation of official transcripts of all evidence or other proceedings, or any portion thereof, subject to laws of the State, the rules and instructions of presiding Judge of the Court.

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

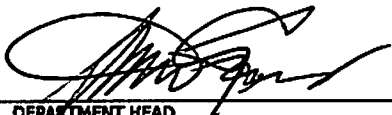
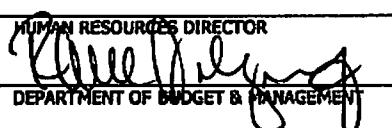
**COMMENTS:** (Any comments you wish to make regarding this request)

Position is crucial to the daily case workload. Due to the unforeseen circumstances, the immediate need, and the high cost of outsourcing the County Court-At-Law No. 6 is requesting a waiver of the posting/advertising procedures.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

Recommend approval of temporary position.  
Recommend approval of Job Posting due to urgency of need.

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|----|--|------------------------|-----------------------------------|---|
| 1. | <br>DEPARTMENT HEAD                   | <u>05/1/08</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR   | DATE                   | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>5/2/08</u><br>DATE  | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE                   |                                   |   |