



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

District Clerk - 090

DATE: Enter Date

7/18/08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current

T068, T069, T070
pc

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

Assistant Deputy Clerk (3)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ LR Current Budgeted Salary
\$ 22,290.00^{x3} Proposed Budgeted Salary
\$ 66,870.00 Net Change pc

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
\$10.716347 pc
Enter hourly rate for temp. positions
Full Time Temporary Object 121
Part Time Temporary Object 122
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date _____ End Date 12/31/08 Working Days & Hours M-F Hours Per Week 40 Duration (2 weeks, 3 months, etc.) 6 mo.

CIVIL SERVICE:

Exempt FLSA: Exempt
Non-Exempt Non-Exempt

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

the district clerk's office is currently undertaking a scanning project which will require the assistance of additional deputy clerks; more manpower is needed to address workload

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

see attached job description

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

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|----|---------------------------------------|------------------------|-----------------------------------|---|
| 1. | <i>Prudentia J</i>
DEPARTMENT HEAD | <i>7/18/08</i>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |