

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

The Hidalgo County Sheriff's Inmate Intervention Specialist is responsible for planning, coordinating and overseeing the daily activities of programs and services for inmates housed in the Hidalgo County Adult Detention Center; oversee outsourced professional staff; recruiting, interviewing, selecting and monitoring volunteers; assisting with preparation of unit budget; preparing and submitting reports; and performing related duties as required.

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

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.



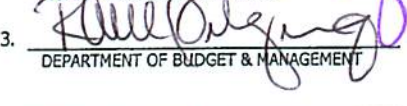
N/A

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

Jail Commissary Funds will be used to fund position.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	12/09/2008 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/11/2008 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/11/2008 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			