



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **Office of Criminal District Attorney -270**

DATE: **December 17, 2009**

CURRENT POSITION TITLE: **Clerk Typist**

CURRENT SLOT. #: **T014**

REQUESTED POSITION TITLE: **SAME AS ABOVE**
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other

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

POSITION SALARY REQUEST:

Salary Amount: \$ ~~8,095.00~~ **0.00** \$ **8,095** \$ ~~0.00~~ **8095.00**
 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 D.A.'s HIDTA Account

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114
 \$9.00
 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:

01/01/2010 12/31/2010 M-F 4 hrs 17
 Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
 Exempt Exempt
 Non-Exempt Non-Exempt
 N/A

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

Clerk Typist position to assist in the D.A. HIDTA Office.

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

Not a new position.

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

Job Description on file with HR Department.

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

See Job description.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|---|--------------------|-----------------------------------|---|
| 1. | Roy Cazares for Rene Guerra
DEPARTMENT HEAD | 12/17/2009
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>Rene Ortega</i>
DEPARTMENT OF BUDGET & MANAGEMENT | 12/23/2009
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

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

Not a new position.

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

Job Description on file with HR Department.

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

See 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. | <u>Roy Cazares for Rene Guerra</u>
DEPARTMENT HEAD | <u>12/17/2009</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>HUMAN RESOURCES DIRECTOR</u> | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>Rene Guerra</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/23/2009</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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

Not a new position.

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

Job Description on file with HR Department.

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

See Job description.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Roy Cazares for Rene Guerra</u>
DEPARTMENT HEAD | <u>12/17/2009</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>HUMAN RESOURCES DIRECTOR</u> | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Rene Ortega</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/23/2009</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **Office of Criminal District Attorney -080**

DATE: **December 17, 2009**

CURRENT POSITION TITLE: **Clerk Typist**

CURRENT SLOT. #: **T009**

REQUESTED POSITION TITLE: **SAME AS ABOVE**
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other

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

POSITION SALARY REQUEST:

Salary Amount: \$ ~~13,560.00~~ 0.00 \$ 13,560.00 \$ ~~0.00~~ 13,560.00
 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 D.A.'s Hot Checks Account

POSITION Type:

- Full Time Employee Object 113 Part Time Employee Object 114 \$20.00
 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:

01/01/2010 12/31/2010 M-F 4 hrs 17
 Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

- CIVIL SERVICE: FLSA:
 Exempt Exempt
 Non-Exempt Non-Exempt
 N/A

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

Clerk Typist position to assist in the D.A. Office.

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

Not a new position.

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

Job Description on file with HR Department.

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

See Job description.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|--------------------|-----------------------------------|---|-----------------------------|
| 1. | Roy Cazares for Rene Guerra
DEPARTMENT HEAD | 12/17/2009
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |
DEPARTMENT OF BUDGET & MANAGEMENT | 12/23/2009
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **Office of Criminal District Attorney -080**

DATE: **December 17, 2009**

CURRENT POSITION TITLE: **Clerk Typist**

CURRENT SLOT. #: **T001-T003**

REQUESTED POSITION TITLE: **SAME AS ABOVE**
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other

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

POSITION SALARY REQUEST:

Salary Amount: \$ ~~8,091.00~~ 0.00 \$ **8,091.00** \$ ~~0.00~~ 8091.00

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 D.A.'s State Supplement

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114
 \$9.00

Full Time Temporary Object 121
 Part Time Temporary Object 122
 \$ _____

Enter hourly rate for temp. positions

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2010 12/31/2010 M-F 4 hrs 17 _____
 Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: **FLSA:**
 Exempt Exempt
 Non-Exempt Non-Exempt
 N/A

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

Clerk Typist position to assist in the D.A. Office.

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

Not a new position.

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

Job Description on file with HR Department.

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

See Job description.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Roy Cazares for Rene Guerra</u>
DEPARTMENT HEAD | <u>12/17/2009</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>HUMAN RESOURCES DIRECTOR</u> | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/23/2009</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **Office of Criminal District Attorney -080**

DATE: **December 17, 2009**

CURRENT POSITION TITLE: **Clerk Typist**

CURRENT SLOT. #: **T020**

REQUESTED POSITION TITLE: **SAME AS ABOVE**
(For new positions or reclassifications)

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other

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

POSITION SALARY REQUEST:

Salary Amount: \$ 7,192.00 0.00 Current Budgeted Salary \$ 7,192.00 Proposed Budgeted Salary \$ 0.00 7192.00 Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other D.A.'s Hot Checks Account

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 \$8.00
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:

01/01/2010 12/31/2010 M-F 4hrs daily 17
Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

Clerk Typist position to assist in the Checks Section.

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

Not a new position.

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

Job Description on file with HR Department.

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

See Job description.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Roy Cazares for Rene Guerra</u>
DEPARTMENT HEAD | <u>12/17/2009</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>HUMAN RESOURCES DIRECTOR</u> | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/23/2009</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Dat Tuesday, December 29, 2009

Agenda Item: 19085

Summary of request/proposal:

The DA's office is requesting approval to extend various temporary part-time positions for calendar/ fiscal year 2010 in the Bad Check (080-006) and State Supplement (080-010) programs. Positions effective January 01, 2009.

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1222	CLERK TYPIST	-	T009	122	\$0.00	\$13,560.00	\$13,560.00
1222	CLERK TYPIST	-	T011	122	\$0.00	\$8,091.00	\$8,091.00
1222	CLERK TYPIST	-	T018	122	\$0.00	\$3,600.00	\$3,600.00
1222	CLERK TYPIST	-	T019	122	\$0.00	\$3,600.00	\$3,600.00
1222	CLERK TYPIST	-	T020	122	\$0.00	\$7,192.00	\$7,192.00
1222	CLERK TYPIST	-	T021	122	\$0.00	\$3,600.00	\$3,600.00
1222	CLERK TYPIST	-	T022	122	\$0.00	\$3,600.00	\$3,600.00
1222	CLERK TYPIST	-	T023	122	\$0.00	\$3,600.00	\$3,600.00
1222	CLERK TYPIST	-	T024	122	\$0.00	\$3,600.00	\$3,600.00
TOTAL							\$46,843.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
9-1222-412-00-080-006-0-	122	DA'S BAD CK- TEMP P/T EMPLOYEES	\$46,843.00
9-1222-412-00-080-006-0-	211	DA'S BAD CK- HEALTH INSURANCE	-
9-1222-412-00-080-006-0-	212	DA'S BAD CK- LIFE INSURANCE	-
9-1222-412-00-080-006-0-	220	DA'S BAD CK- FICA	\$3,583.49
9-1222-412-00-080-006-0-	230	DA'S BAD CK- RETIREMENT	-
9-1222-412-00-080-006-0-	250	DA'S BAD CK- UNEMPLOYMENT COMP	\$234.22
9-1222-412-00-080-006-0-	260	DA'S BAD CK- WORKER'S COMP	-
2010 Budgetary Impact			\$50,660.71

2011 Budgetary Impact: -

Possible Funding Sources: FUND 1222

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1281	CLERK TYPIST	-	T001	122	\$0.00	\$8,091.00	\$8,091.00
1281	CLERK TYPIST	-	T002	122	\$0.00	\$8,091.00	\$8,091.00
1281	CLERK TYPIST	-	T003	122	\$0.00	\$8,091.00	\$8,091.00
TOTAL							\$24,273.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
0-1281-412-00-080-010-0-	122	DA STATE SUP.- TEMP P/T EMPLOYEES	\$24,273.00
0-1281-412-00-080-010-0-	211	DA STATE SUP.- HEALTH INSURANCE	-
0-1281-412-00-080-010-0-	212	DA STATE SUP.- LIFE INSURANCE	-
0-1281-412-00-080-010-0-	220	DA STATE SUP.- FICA	\$1,856.88
0-1281-412-00-080-010-0-	230	DA STATE SUP.- RETIREMENT	-
0-1281-412-00-080-010-0-	250	DA STATE SUP.- UNEMPLOYMENT COM	\$121.37
0-1281-412-00-080-010-0-	260	DA STATE SUP.- WORKER'S COMP	-
2010 Budgetary Impact			\$26,251.25

2011 Budgetary Impact: -

Possible Funding Sources: FUND 1281

Budget Office Recommendation:

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