



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez, Jr. DATE: 12/18/2009
 CURRENT POSITION TITLE: Juvenile Justice Center - 330 JUV P CURRENT SLOT #: T009, T010
 JCCC Monitor
 REQUESTED POSITION TITLE: JCCC Monitor
 (For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Extension

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 \$ 5,850 x 2 \$ 11,700.00
 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 1294-423-00-330-012-0-XXX

POSITION Type:

Full Time Employee Part Time Employee \$7.50
 Object 113 Object 114
 Full Time Temporary Part Time Temporary \$ \$7.50 x 780 = 5,850.00
 Object 121 Object 122
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

1/1/2010 6/30/2010 Shift varies _____ 6 months
 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)

Continuation of program and workload

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

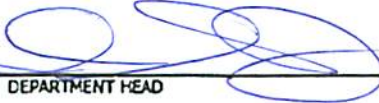

See copy of Job Description + filing, regular office duties, assist Coordinator of the JCCC Program

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

1.		12/18/2009			<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE		FUNDING AVAILABLE IN DEPT. BUDGET		
2.					<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE		PERSONNEL PROCEDURES COMPLETED		
3.		12/23/2009			<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE		BUDGET PROCEDURES COMPLETED		
4.	COMMISSIONERS COURT APPROVAL	DATE				

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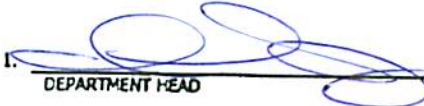

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1.	 DEPARTMENT HEAD	12/18/2009 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	 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		

**J.C.C.C. Volunteer Program Monitor
Job Description**

Role: Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator at all times.

1. Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
2. Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi-monthly committee meetings, volunteer trainings, community service sites, etc).
3. Responsible for working with the chair/co-chair of the committee assigned within the specific area in developing the agenda for the monthly/bi-monthly committee meeting. Also, preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) For any and all activities/meetings related to the program.
4. Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
5. Responsible for disseminating any and all information to the volunteers and community.
6. Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times;
7. Work in harmony with all department staff and perform any and all duties as assigned to insure the efficient operation of the program.
8. Ensure that all cases assigned are kept up to date with the proper documentation and in order.
9. Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
10. Any other duty, responsibility, or task as assigned by the immediate supervisor.
11. Preferably be bilingual.
12. Wear the appropriate attire that will convey a professional demeanor which is acceptable for a appearance in the office and community at all times.

I, _____, have received, reviewed and understand the
Print Name

Volunteer Program Monitor Job Description explained to me by _____.
Print Name

_____, on _____
Title/Position *Date*

Signature *Date*

Supervisor's Signature *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 Date: Tuesday, December 29, 2009

Agenda Item: 19085

Summary of request/proposal:

The Juv Probation Office is requesting approval to extend four (4) JCCC Monitor positions, slot#'s T053 - T056 budgeted hourly rate \$7.50. Position (s) effective January 01, 2010.

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1100	JCCC MONITOR	-	T053	122	\$0.00	\$5,850.00	\$5,850.00
1100	JCCC MONITOR	-	T054	122	\$0.00	\$5,850.00	\$5,850.00
1100	JCCC MONITOR	-	T055	122	\$0.00	\$5,850.00	\$5,850.00
1100	JCCC MONITOR	-	T056	122	\$0.00	\$5,850.00	\$5,850.00
TOTAL							\$23,400.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-423-60-330-002-0-	121	JUV PROB- TEMP P/T EMPLOYEES	\$23,400.00
0-1100-423-60-330-002-0-	211	JUV PROB- HEALTH INSURANCE	-
0-1100-423-60-330-002-0-	212	JUV PROB- LIFE INSURANCE	-
0-1100-423-60-330-002-0-	220	JUV PROB- FICA	\$1,790.10
0-1100-423-60-330-002-0-	230	JUV PROB- RETIREMENT	-
0-1100-423-60-330-002-0-	250	JUV PROB- UNEMPLOYMENT COMP	\$117.00
0-1100-423-60-330-002-0-	260	JUV PROB- WORKER'S COMP	-
2010 Budgetary Impact			\$25,307.10

2011 Budgetary Impact: -

Possible Funding Sources:

FUND 1100 (APPROPRIATION)

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1294	JCCC MONITOR	-	T053	122	\$0.00	\$5,850.00	\$5,850.00
1294	JCCC MONITOR	-	T054	122	\$0.00	\$5,850.00	\$5,850.00
TOTAL							\$11,700.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
0-1294-423-00-330-012-0-	121	JUV PROB- TEMP P/T EMPLOYEES	\$11,700.00
0-1294-423-00-330-012-0-	211	JUV PROB- HEALTH INSURANCE	-
0-1294-423-00-330-012-0-	212	JUV PROB- LIFE INSURANCE	-
0-1294-423-00-330-012-0-	220	JUV PROB- FICA	\$895.05
0-1294-423-00-330-012-0-	230	JUV PROB- RETIREMENT	-
0-1294-423-00-330-012-0-	250	JUV PROB- UNEMPLOYMENT COMP	\$58.50
0-1294-423-00-330-012-0-	260	JUV PROB- WORKER'S COMP	-
2010 Budgetary Impact			\$12,653.55

2011 Budgetary Impact: -

Possible Funding Sources:

FUND 1294 (APPROPRIATION FROM GRANT FUNDS)

Budget Office Recommendation:

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