


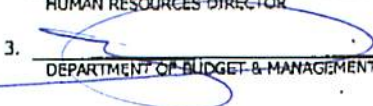
NEW POSITION: Brief job description and attach a copy of the new job description.

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

| | | | | |
|----|---|-----------------|-----------------------------------|---|
| 1. |  | <u>1-8-10</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | |
| 2. | | | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | |
| 3. |  | <u>01/11/10</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | |
| 4. | | | | |
| | COMMISSIONERS COURT APPROVAL | DATE | | |



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
County Court #1 / 021
CURRENT POSITION TITLE:
Court Coordinator
REQUESTED POSITION TITLE:
(For new positions or reclassifications)

DATE: *Jan. 8, 2010*
CURRENT SLOT #: *0003*

REQUEST FOR:

- New Position Temporary Position Position Reclassification*

Other *Salary Adjustment*

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

POSITION SALARY REQUEST:

Salary Amount: \$ *61,794.60*^{5.00 Re} \$ *64,000.00* \$ *2,205.40*^{DO Re}
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 *Operating Budget Re*

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

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

TEMPORARY POSITIONS:

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)

Please consider the above increase due to additional duties consisting of maintaining status on case dispositions for indigent defense caseload and maintain status with probation department regarding attorney fees and community service hours assigned to defendants.



NEW POSITION: Brief job description and attach a copy of the new 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. |  | DATE | 1/8/10 | 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 |
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| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | | |



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
County Court #1 / 021

DATE: *Jan. 8, 2010*

CURRENT POSITION TITLE:
Court Administrator / Interpreter

CURRENT SLOT. #:
0005

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other *Salary Adjustment*

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

POSITION SALARY REQUEST:

Salary Amount: \$ *44,835.-* \$ *46,835.-* \$ *2,000.-*
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 *Operating Budget*

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

TEMPORARY POSITIONS:

| Start Date | End Date | Working Days & Hours | Hours Per Week | Duration (2 weeks, 3 months, etc.) |
|------------|----------|----------------------|----------------|------------------------------------|
|------------|----------|----------------------|----------------|------------------------------------|

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

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

Please consider the above increase due to additional duties consisting of maintaining status on case dispositions for indigent defense caseload and maintain status with probation department regarding attorney fees + community service hours assigned to defendants.

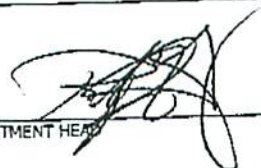
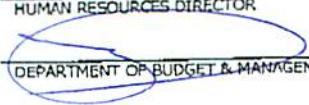
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