



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
County Court at Law No. 1 / 021
CURRENT POSITION TITLE:

DATE: *Jan. 13, 2010*
CURRENT SLOT #: *T006*

REQUESTED POSITION TITLE:
(For new positions or reclassifications) *Court Clerk*

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ *-0-* Current Budgeted Salary \$ _____ Proposed Budgeted Salary \$ *18,720.00* Net Change

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
- Full Time Temporary Object 121
- Part Time Temporary Object 122

9.00 *per*
 Enter hourly rate for temp. positions
 $9.00 \times 480 \text{ hrs} = \4320
 Hourly Rate * 2,080 hrs. per year = Annual Salary
 $9.00 \times 2,080 = \$18,720.00$

TEMPORARY POSITIONS:

3/1/10 Start Date *5/28/10* End Date *m-F; 8-5pm* Working Days & Hours *40* Hours Per Week *3 mos.* Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

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

per Estimated total hrs: *480*
 Estimated work weeks: *12*

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

Please consider above request due to short staff - one employee will be on maternity leave.

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


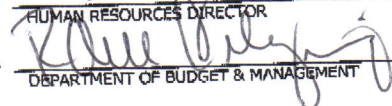
Duties include performing clerical work requiring application of various work methods & procedures, and familiarity with department functions, policies, & practices. Does not supervise any employees.

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.	 DEPARTMENT HEAD	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	DATE 1/13/2010	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		