



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Public Defender (085-003)

DATE: 01/22/2010

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0011

REQUESTED POSITION TITLE: Administrative Assistant III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 35,201.00 Proposed Budgeted Salary \$ 35,201.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other Co. Wide Administration (0-1100-415-00-115-002-0-899)

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	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

THE CASELOAD AND WORKLOAD AT THE PUBLIC DEFENDERS OFFICE IS EXPECTED TO DOUBLE AS THE COURTS ASSIGN MORE CASES IN AN EFFORT TO REDUCE INDIGENT DEFENSE LEGAL FEES. INVESTIGATORS IN THE OFFICE CURRENTLY HANDLE OFFICE ADMIN DUTIES AND IT IS ADVERSELY IMPACTING THEIR WORK

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

NEW POSITION - JOB DESCRIPTION ATTACHED

EMPL TO BE TRANSFERRED FROM THE EXT. SERU.

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

EMPLOYEE'S CURRENT SALARY - NO SALARY CHANGE -

- | | | | | | |
|----|---|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>VALDE GUERRA / RS</u>
DEPARTMENT HEAD | <u>11/22/2010</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u>
HUMAN RESOURCES DIRECTOR | <u>1/23/2010</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>1/22/2010</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |