



# 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<sup>5.00</sup>* <sup>pa</sup> *5.00* Current Budgeted Salary    \$ *64,000.00* Proposed Budgeted Salary    \$ *2,205.40<sup>00</sup>* <sup>pa</sup> *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  \_\_\_\_\_  
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.

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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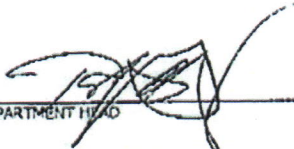
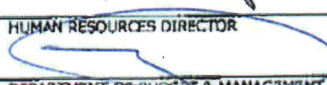
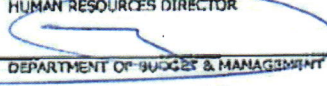
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	DATE <u>1/8/10</u>	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	DATE <u>01/14/10</u>	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:

*County Court #1 / 021*

DATE:

*Jan. 8, 2010*

CURRENT POSITION TITLE:

*Bailiff / Interpreter*

CURRENT SLOT. #:

*0004*

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: \$ *44,100.-*    \$ *45,665.-*    \$ *1565.-*  
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 \_\_\_\_\_

**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.)
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- CIVIL SERVICE:**
- Exempt  *pe*    FLSA: Exempt
  - Non-Exempt     Non-Exempt  *pe*
  - 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 & community service hours assigned to defendants.*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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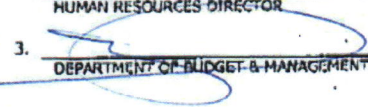
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	<u>1-8-10</u> 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	<u>01/11/10</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: 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.-      \$ 44,835.-      \$ 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 \_\_\_\_\_

**POSITION Type:**

- Full Time Employee Object 113       Part Time Employee Object 114  \_\_\_\_\_  
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:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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- 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 + community service hours assigned to defendants.

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

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\_\_\_\_\_  
\_\_\_\_\_

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

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


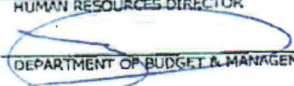
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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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\_\_\_\_\_  
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1.	 DEPARTMENT HEAD	<u>1/8/10</u> 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	<u>01/10/10</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: County Court At Law #1 (021)

DATE: 02/19/10

CURRENT POSITION TITLE: Court Clerk (Temporary)

CURRENT SLOT. #: T006

REQUESTED POSITION TITLE: Court Clerk (Temporary)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 18,720.00 Current Budgeted Salary    \$ 24,960.00 Proposed Budgeted Salary    \$ 6,240.00 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     12.00  
 Enter hourly rate for temp. positions  
 Full Time Temporary Object 121     Part Time Temporary Object 122     \$ 12.00 x 2080 = 24,960.00  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

2/16/10 Start Date    6/30/10 End Date    M-F, 8-5pm Working Days & Hours    40 Hours Per Week    4-5 mos. 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 request due to additional qualifications and duties. Employee has a degree and will be interpreting as well.*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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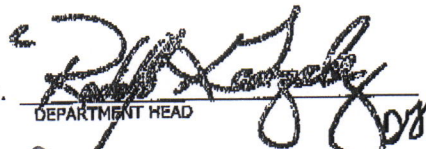


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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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| 1. <br>DEPARTMENT HEAD                   | 2/19/10<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. <br>HUMAN RESOURCES DIRECTOR          | DATE            | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. <br>DEPARTMENT OF BUDGET & MANAGEMENT | 2/19/10<br>DATE | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. COMMISSIONERS COURT APPROVAL   | DATE            |                                   |  |