



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 139th District Court (003-001)

DATE: 05/11/10

CURRENT POSITION TITLE: Court Coordinator

CURRENT SLOT. #: 0002

REQUESTED POSITION TITLE: Court Coordinator

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY DECREASE

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

POSITION SALARY REQUEST:

Salary Amount: \$ 65,328.00 \$ 56,000.00 \$ (9,328.00)
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 _____

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

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

CURRENT COURT COORDINATOR IS RETIRING ON 05/31/10 AND ASSISTANT COURT COORDINATOR IS BEING PROMOTED.

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


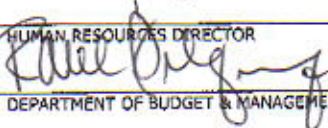
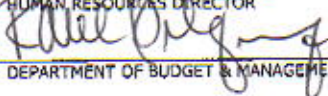
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

New Court Coordinator's salary is being reduced

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|------------------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>5/12/10</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. |  | <u>5/12/2010</u> | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. |  | <u>5/12/2010</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: 139th District Court (003-001)

DATE: 05/11/10

CURRENT POSITION TITLE: Assistant Court Coordinator

CURRENT SLOT. #: 0004

REQUESTED POSITION TITLE: Assistant Court Coordinator

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount: \$ 47,660.00 \$ 53,500.00 \$ 5,840.00
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 _____

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

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

CURRENT ASSISTANT COURT COORDINATOR IS BEING PROMOTED AND POSITION IS BEING FILLED WITH A TRANSFER FROM ANOTHER DEPARTMENT; INCREASING CURRENT POSITION SALARY. THE PERSON SELECTED FOR THIS POSITION HAS EXTENDED EXPERIENCE AND WILL BE HANDLING SOME OF THE COURT COORDINATOR DUTIES AND RESPONSIBILITIES, WHICH WILL FULFILL THE NEEDS OF THE DEPARTMENT.

