



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

DATE:

Judge Mario E. Ramirez, Jr., Juvenile Justice Center - 330 JUV P 6/28/2010

CURRENT POSITION TITLE:

CURRENT SLOT. #:

JCCC Monitor

T009, T010

REQUESTED POSITION TITLE:

(For new positions or reclassifications)

JCCC Monitor

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other Extension

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 5,850 x 2 Proposed Budgeted Salary \$ 11,700.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other 1294-423-00-330-012-0-XXX

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 \$7.50

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 7.50 x 780 = 5,850.00

Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

7/1/2010 Start Date 12/31/2010 End Date Shift Varies Working Days & Hours _____ Hours Per Week 6 months Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

Exempt FLSA: Exempt

Non-Exempt Non-Exempt

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

Continuation of Program and workload




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.	 DEPARTMENT HEAD	6/28/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6/28/2010 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	6/28/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
 DEPARTMENT HEAD

2. 
 HUMAN RESOURCES DIRECTOR

3. 
 DEPARTMENT OF BUDGET & MANAGEMENT

4. _____
 COMMISSIONERS COURT APPROVAL

6/28/2010

DATE

6/28/2010

DATE

6/28/2010

DATE

DATE

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO

JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER

JUVENILE PROBATION DEPARTMENT
DETENTION FACILITY • BOOT CAMP FACILITY
1001 N. DOOLITTLE RD. • P.O. BOX 267
EDINBURG, TEXAS 78542-0267
(956) 587-6200 Fax (956) 383-4280



ISRAEL "BUDDY" SILVA, JR.
DIRECTOR
CHIEF JUVENILE PROBATION OFFICER

FAX COVER SHEET

DATE: 6/28/10 TIME: _____

PLEASE DELIVER THE FOLLOWING PAGE(S) to:

NAME: Rosie Sylvia
() 292-7035

FROM: Elena

JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER

TOTAL NUMBER OF PAGE(S) 5 INCLUDING COVER SHEET

IF YOU DO NOT RECEIVE ALL OF THE PAGES OR IF THERE IS A PROBLEM PLEASE CALL BACK WITHIN FIVE (5) MINUTES.

FAX NUMBER: (956) 587-6248

FAX NUMBER: (956) 383-4280

CONTACT NUMBER: (956) 587-6200

COMMENTS: _____

JPD
APPROVED: 11/08

HIDALGO COUNTY JUVENILE BOARD

MARIO E. RAMIREZ, JR. OVERSEER
JUDGE, 332ND DISTRICT COURT

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND DC	RUDY DELGADO JUDGE, 93RD DC	JR. "BOBBY" FLORES JUDGE, 129TH DC	FRAN GUERRA REYNA JUDGE, 206TH DC	JUAN R. PARTIDA JUDGE, 225TH DC	ROSE A. RAMIREZ COUNTY JUDGE	NEE GONZALEZ JUDGE, 370TH DC	LETTY LOPEZ JUDGE, 389TH DC	AIDA SALINAS FLORES JUDGE, 398TH DC	ISRAEL RAMON, JR. JUDGE, 430TH DC	JESSE CONTRERAS JUDGE, 449TH DC
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HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT

Job Title:	JCCC MONITOR	FLSA Status:	Non-Exempt
Dept. Code:	330	Civil Service Status:	Exempt

SUMMARY:

Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator and Assistant Volunteer Coordinator at all times.

QUALIFICATIN REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
- Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi monthly committee meetings, volunteer trainings, community service sites, etc.)
- Responsible for working with the chair/co chair of the committee assigned within the specific area in developing the agenda for the monthly/bi monthly committee meeting. Also preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) for any and all activities/meetings related to the program.
- Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
- Responsible for disseminating any and all information to the volunteers and community.
- Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times.
- Work in harmony with all departmental staff and perform any and all duties as assigned to insure the efficient operation of the program.
- Ensure that all cases assigned are kept up to date with the proper documentation and in order.
- Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
- Preferably be bilingual.

- Wear the appropriate attire that will convey a professional demeanor which is acceptable for an appearance in the office and community at all times.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employees must have proof of a current valid Texas motor vehicle operator's license.
- Must be able to be insured by County's insurance carrier.

OTHER INFORMATION:

- 15 hrs/wk (mostly in the evenings)
- Submit 3 references letters (by individuals not related to you)
- Submit a finger print card.
- Agree to a criminal history background check.
- Agree to a sex offender registration check.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

