



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 449TH DC **DATE:** 06/21/2010

CURRENT POSITION TITLE: ASST. COURT COORDINATOR **CURRENT SLOT. #:** 005

REQUESTED POSITION TITLE: N/A
(For new positions or reclassifications)

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other INTERPRET. PAY ALLO

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

POSITION SALARY REQUEST:

	<small>OBJECT</small>	<small>ALLOWANCE</small>	
Salary Amount: \$	6,000.00 (slot no. 004)	\$ 6,000.00 (slot 005)	\$ -0-
	<small>Current Budgeted Salary/ Allowance</small>	<small>Proposed Budgeted Salary/ Allowance</small>	<small>Net Change</small>

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other Interpreter pay previously allocated in slot no. 004 Bailiff/Interp.

POSITION Type:

Full Time Employee Object 113 <input checked="" type="checkbox"/>	Part Time Employee Object 114 <input type="checkbox"/>	
Full Time Temporary Object 121 <input type="checkbox"/>	Part Time Temporary Object 122 <input type="checkbox"/>	<small>Enter hourly rate for temp. positions</small> <small>Hourly Rate * 2,080 hrs. per year = Annual Salary</small>

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, 6 months)
CIVIL SERVICE:				
Exempt <input checked="" type="checkbox"/>	FLSA: 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)

Assistant Court Coordinator will be interpreting in court.




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	6-24-10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/>
2.	 HUMAN RESOURCES DIRECTOR	06-25-10 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/>
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	6/24/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/>
4.	COMMISSIONERS COURT APPROVAL	DATE			