



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: County Court At Law No. 5 (025-001)

DATE: 07/29/10

CURRENT POSITION TITLE: Court Coordinator

CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: Court Coordinator

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other SALARY ADJUSTMENT (DECREASE)

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

POSITION SALARY REQUEST:

Salary Amount: \$ 65,469.00 \$ 60,469.00 \$ (5,000.00)
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 LAPSED FUNDING AVAILABLE FROM ADJUSTMENT/DECREASE IN BUDGETED SALARY AMOUNT

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 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)

long time employee vacated position
 newly hired coordinator will
 start at proposed salary

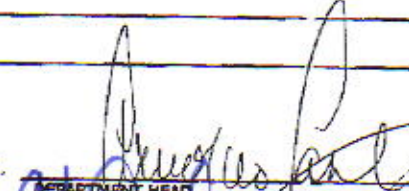
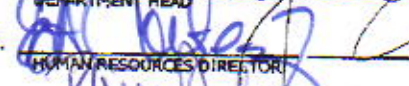
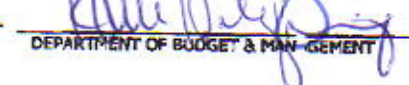
NEW POSITION: Brief job description and attach a copy of the new job description.

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.		DATE	30/July/10	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.		DATE	7/30/2010	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		DATE	7/30/10	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 No. 5 (025-001)

DATE: 07/29/10

CURRENT POSITION TITLE: Assistant Court Coordinator

CURRENT SLOT #: 0005

REQUESTED POSITION TITLE: Assistant Court Coordinator

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other SALARY ADJUSTMENT (DECREASE)

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

POSITION SALARY REQUEST:

Salary Amount: \$ 53,659.00 \$ 43,659.00 \$ (10,000.00)
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 LAPSED FUNDING AVAILABLE FROM ADJUSTMENT/DECREASE IN BUDGETED SALARY AMOUNT

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 Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

long time employees vacated position
Newly hired employees will start at
proposed ~~same~~ SALARY


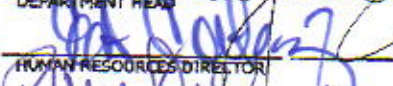

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1.		DATE	30/July/10	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
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4.	COMMISSIONERS COURT APPROVAL	DATE			