



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: COUNTY JUDGE (110-006)

DATE: 04/05/2011

CURRENT POSITION TITLE:

CURRENT SLOT. #: 033.034

REQUESTED POSITION TITLE: ADMINISTRATIVE AIDE II
(For new positions or reclassifications)

Amended

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ -0- Current Budgeted Salary
 \$ 35,000.00 X 2 Proposed Budgeted Salary
 \$ 35,000.00 X 2 = \$70,000.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other FROM DELETION OF FULL-TIME ADMIN. AIDE II POSITION SLOT NO. 020

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
 \$ 16.8269 X 2,080 hrs = \$35,000.00
 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 FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

DELETION OF ONE (1) FULL-TIME POSITION TO CREATE TWO (2) PERMANENT PART-TIME POSITIONS, #33 & #34

SEE COMMENTS SECTION ON PAGE 2 FOR CLARIFICATION OF ANNUAL SALARY, ESTIMATED ANNUAL HRS AND RATE OF PAY

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

See attached job description.

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

POSITION TO BE CREATED AT AN ANNUAL SALARY OF \$35,000.00. HOWEVER POSITIONS TO BE ALLOTTED ONLY \$17,500.00 EACH, WHICH IS THE EQUIVALENT OF 20 HRS PER WEEK X 52 WEEKS, A TOTAL OF 1,040.00 ANNUAL HRS. THE RATE OF PAY TO BE CALCULATED AS FOLLOWS: \$35,000.00/ 2,080 ANNUAL HRS. = \$ 16.8269

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Aracelis Chape</u> DEPARTMENT HEAD	<u>4/8/11</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>04-08-11</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>4/8/2011</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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

See attached job description.

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

POSITION TO BE CREATED AT AN ANNUAL SALARY OF \$35,000.00. HOWEVER POSITIONS TO BE ALLOTTED ONLY \$17,500.00 EACH, WHICH IS THE EQUIVALENT OF 20 HRS PER WEEK X 52 WEEKS, A TOTAL OF 1,040.00 ANNUAL HRS. THE RATE OF PAY TO BE CALCULATED AS FOLLOWS: $\$35,000.00 / 2,080 \text{ ANNUAL HRS.} = \16.8269

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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