



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002)

DATE: 05/12/2011

CURRENT POSITION TITLE: ASSISTANT DA III

CURRENT SLOT #: 0026

REQUESTED POSITION TITLE: ASSISTANT DA III

**REQUEST FOR:**

New Position    
  Temporary Position    
  Position Reclassification\*    
  Other SUPPLEMENTAL PAY

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

**POSITION SALARY REQUEST:**

Supplemental Pay Amount: \$ 0.00 Current Budgeted Salary     \$ 6,012.00 Proposed Budgeted Salary     \$ 6,012.00 Net Change

Position to be funded from one of the following:

Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds  
 Other ADULT PROBATION - DWI COURT GRANT (1-1297-423-00-320-032-1-XXX)

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

*POSITION WILL REPRESENT THE STATE IN THE PROSECUTION OF CASES ASSIGNED TO THE DRUG COURT PROGRAM.*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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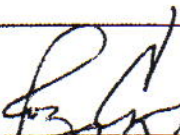
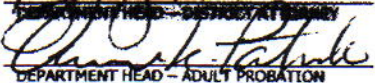
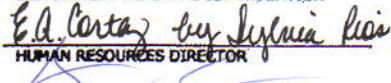

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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| 1. | <br>FOR PENE GUERRA<br>DEPARTMENT HEAD - DISTRICT ATTORNEY | 5/18/2011<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <br>DEPARTMENT HEAD - ADULT PROBATION                      | 5/19/11<br>DATE   |                                   |   |                             |
| 3. | <br>HUMAN RESOURCES DIRECTOR                               | 05-20-11<br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | <br>DEPARTMENT OF BUDGET & MANAGEMENT                      | 5/19/2011<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. | COMMISSIONERS COURT APPROVAL  | DATE              |                                   |   |                             |



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 139<sup>th</sup> DISTRICT COURT (003-001)

DATE: 05/12/2011

CURRENT POSITION TITLE: COURT COORDINATOR

CURRENT SLOT #: 0002

REQUESTED POSITION TITLE: COURT COORDINATOR

**REQUEST FOR:**

- New Position    
 Temporary Position    
 Position Reclassification\*    
 Other SUPPLEMENTAL PAY

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

**POSITION SALARY REQUEST:**

Supplemental Pay Amount:     \$ 0.00     \$ 3,094.00     \$ 3,094.00

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 ADULT PROBATION - DWI COURT GRANT (1-1297-423-00-320-032-1-XXX)

**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      Exempt

Non-Exempt      Non-Exempt

N/A

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

As a Court Coordinator for DWI Court Program my additional duties will be to pull all files and enter all settings. I will keep all data updated and enter any information in computer. provide any material necessary for this program.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1. <u>Billy Jones</u> <u>5/19/11</u> DEPARTMENT HEAD - 13 <sup>TH</sup> DISTRICT COURT DATE	FUNDING AVAILABLE IN DEPT. BUDGET <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. <u>[Signature]</u> <u>5/19/11</u> DEPARTMENT HEAD - ADULT PROBATION DATE	
3. <u>E.A. Cortez by Sylvia Rio</u> <u>05-20-11</u> HUMAN RESOURCES DIRECTOR DATE	PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4. <u>[Signature]</u> <u>5/19/2011</u> DEPARTMENT OF BUDGET & MANAGEMENT DATE	BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
5. _____ COMMISSIONERS COURT APPROVAL                      DATE	



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 139<sup>th</sup> DISTRICT COURT (003-001)

DATE: 05/12/2011

CURRENT POSITION TITLE: ASSISTANT COURT COORDINATOR

CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: ASSISTANT COURT COORDINATOR

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other SUPPLEMENTAL PAY

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

**POSITION SALARY REQUEST:**

Supplemental Pay Amount: \$ 0.00 Current Budgeted Salary      \$ 3,094.00 Proposed Budgeted Salary      \$ 3,094.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds

Other ADULT PROBATION - DWI COURT GRANT (1-1297-423-00-320-032-1-XXX)

**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.)
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CIVIL SERVICE: Exempt  Non-Exempt  N/A

FLSA: Exempt  Non-Exempt

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

As an Assistant Court Coordinator for DWI Court Program my additional duties will be to make sure all files are available for hearing dates. Make any necessary phone calls and make copies of all paperwork needed. Enter any information in computer.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|--|-------------------|-----------------------------------|---|
| 1. | <i>Bobby Jones</i><br>DEPARTMENT HEAD - 139 <sup>TH</sup> DISTRICT COURT | 5/19/11<br>DATE   | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <i>Anna K. Kistner</i><br>DEPARTMENT HEAD - ADULT PROBATION              | 5/19/11<br>DATE   |                                   |   |
| 3. | <i>Ea Carter by Sylvia Rice</i><br>HUMAN RESOURCES DIRECTOR              | 05-20-11<br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | <i>[Signature]</i><br>DEPARTMENT OF BUDGET & MANAGEMENT                  | 5/19/2011<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. | COMMISSIONERS COURT APPROVAL   | DATE              |                                   |   |