



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 430<sup>th</sup> DISTRICT COURT (010-001)

DATE: 06/02/2011

CURRENT POSITION TITLE: COURT COORDINATOR

CURRENT SLOT. #: 0002

REQUESTED POSITION TITLE: COURT COORDINATOR

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Supplemental Pay Amount:    
 \$ 0.00    
 Current Budgeted Salary    
 \$ 2,720.00    
 Proposed Budgeted Salary    
 \$ 2,720.00    
 Net Change

Position to be funded from one of the following:

Current Department Budget    
 Annual Budget Cycle    
 Will Require Additional Funds

Other ADULT PROBATION – VETERAN'S COURT GRANT (1-1297-423-00-320-033-1-XXX)

**POSITION Type:**

Full Time Employee Object 113     
 Part Time Employee Object 114     
 \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Temporary Object 121     
 Part Time Temporary Object 122     
 \$ \_\_\_\_\_  
 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 <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A <input type="checkbox"/>	FLSA: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
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**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Coordinator will be making docket entries and will be working with the files.  
 Also, Coordinator will input information into court system on all cases.

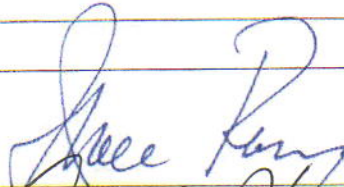
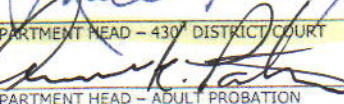
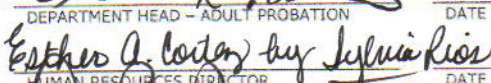
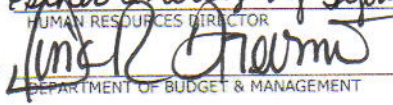
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. |  | 6-10-2011 |                                   |   |
|    | DEPARTMENT HEAD - 430 <sup>th</sup> DISTRICT COURT                                  | DATE      | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. |  | 6-15-11   |                                   |   |
|    | DEPARTMENT HEAD - ADULT PROBATION   | DATE      |                                   |   |
| 3. |  | 06.16.11  |                                   |   |
|    | HUMAN RESOURCES DIRECTOR  | DATE      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 4. |  | 6-15-11   |                                   |   |
|    | 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: 430<sup>th</sup> DISTRICT COURT (010-001)

DATE: 06/02/2011

CURRENT POSITION TITLE: ASSISTANT COURT COORDINATOR

CURRENT SLOT. #: 0003

REQUESTED POSITION TITLE: ASSISTANT COURT COORDINATOR

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Supplemental Pay Amount:     
 \$ 0.00     
 Current Budgeted Salary     
 \$ 2,720.00     
 Proposed Budgeted Salary     
 \$ 2,720.00     
 Net Change

Position to be funded from one of the following:

Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds

Other ADULT PROBATION – VETERAN'S COURT GRANT (1-1297-423-00-320-033-1-XXX)

**POSITION Type:**

Full Time Employee Object 113      
 Part Time Employee Object 114  \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Full Time Temporary Object 121      
 Part Time Temporary Object 122  \$ \_\_\_\_\_  
 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 <input checked="" type="checkbox"/>	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 Coordinator will be making docket entries and will be working with the files. Also, Assistant Coordinator will input information into court system on all cases.

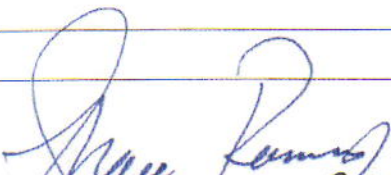
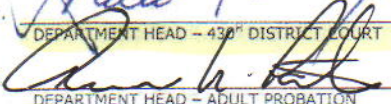
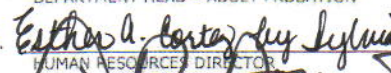

**NEW POSITION:** Brief job description and attach a copy of the new job description.

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		6-10-2011		
	DEPARTMENT HEAD - 430 <sup>th</sup> DISTRICT COURT	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		6-15-11		
	DEPARTMENT HEAD - ADULT PROBATION	DATE		
3.		06-16-11		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.		6-15-11		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
5.	COMMISSIONERS COURT APPROVAL	DATE		