



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **SHERIFF'S INVEST. HB 65 (280-005)**

DATE: **08/23/2011**

CURRENT POSITION TITLE: -

CURRENT SLOT. #: 002

REQUESTED POSITION TITLE: **CRIME VICTIM LIAISON**

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

### POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>GRADE 10 STEP 1</u>	\$	<u>37,109.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other **SHRF INVESTIG HB65 - 1227-421-00-280-005-0 (LAPSED FUNDS & DELETED POSITION)**

2011 AUG 24 PM 3 17  
HIDALGO COUNTY  
BUDGET OFFICE

### 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:		FLSA:	
Exempt	<input type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

**The Crime Victim Liaison position is a state mandated position (Code of Criminal Procedure, Chapter 56.04). This position was funded by a grant awarded to the Sheriff's Office. Our office has received notice that effective 09/01/11, the Attorney General's Office will no longer provide grant funding for the position.**

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

Responsible for promoting and educating the community and other professionals about victim rights and services in an effort to identify crime victims and provide or refer them to needed services.

**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)

**POSITION TO BE EFFECTIVE FROM 09/01/2011 THROUGH 12/31/2011 ONLY.**

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

HIDALGO COUNTY  
BUDGET OFFICE  
2011 AUG 24 PM 3:17

*by Emilia Uribe, Budget Manager*

- |    |   |                           |  |   |                             |
|----|---|---------------------------|--|---|-----------------------------|
| 1. | <u>Analeta Martinez</u><br>DEPARTMENT HEAD              | <u>08/24/11</u><br>DATE   | <b>FUNDING AVAILABLE IN DEPT. BUDGET</b> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u><br>HUMAN RESOURCES DIRECTOR          | <u>8/26/2011</u><br>DATE  | <b>PERSONNEL PROCEDURES COMPLETED</b>    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>08/24/2011</u><br>DATE | <b>BUDGET PROCEDURES COMPLETED</b>       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                            | DATE                      |  |   |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **SHERIFF'S INVEST. HB 65 (280-005)**

DATE: **08/23/2011**

CURRENT POSITION TITLE: **PROCUREMENT SPECIALIST**

CURRENT SLOT. #: **001**

REQUESTED POSITION TITLE: **-**

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other **DELETION OF POSITION**

### POSITION SALARY REQUEST:

<u>1</u>	<b>GRADE 12 STEP 1</b> <b>43,284.00</b>	<b>-0-</b>	\$	<b>(43,284.00)</b>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other

**FUNDS FROM DELETED PROCUREMENT SPECIALIST POSITION WILL BE USED TO FUND NEW PROPOSED CRIME VICTIM LIAISON POSITION**

2011 AUG 24 PM 3 17  
HIDALGO COUNTY  
BUDGET OFFICE

### 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     FLSA: Exempt

Non-Exempt     Non-Exempt

N/A

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

Approval of funding for this position under General Fund was given to the Sheriff's Office on 04/19/11. This action secured funding of the position since previously the position was funded under the forfeiture funds account awarded to the Sheriff's Office.

**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

HIDALGO COUNTY  
 BUDGET OFFICE  
 01 AUG 24 PM 3 17

- by Emilia Viega Budget Manager*
- |    |                                   |            |                                   |   |
|----|-----------------------------------|------------|-----------------------------------|---|
| 1. | <i>Anacleto Martinez</i>          | 08/24/11   | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                   | DATE       |                                   |   |
| 2. | <i>[Signature]</i>                | 8/26/2011  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR          | DATE       |                                   |   |
| 3. | <i>[Signature]</i>                | 08/24/2011 | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT | DATE       |                                   |   |
| 4. | COMMISSIONERS COURT APPROVAL      | DATE       |                                   |   |