



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **DA BAD CK (080-006)**
CRIME VICTIM COORDINATOR (080-011)

DATE: **08/24/2011**

CURRENT POSITION TITLE: **CRIME VICTIM COORDINATOR**

CURRENT SLOT. #: **G004 (080-006)**
G001 (080-011)

REQUESTED POSITION TITLE: **CRIME VICTIM COORDINATOR**

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other REDISTRIBUTE COST ALLOCATION

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

POSITION SALARY REQUEST:

Salary Amount: DA BAD CK (1222)	\$ <u>10,026.00 (Grade 10/ Step 3)</u> Current Budgeted Salary	\$ <u>39,707.00 (Grade 10/ Step 3)</u> Proposed Budgeted Salary	\$ <u>29,681.00</u> Net Change
CRIME VIC COORD. (1281)	\$ <u>29,681.00 (Grade 10/ Step 3)</u> Current Budgeted Salary	\$ <u>0.00</u> Proposed Budgeted Salary	\$ <u>(29,681.00)</u> Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other _____

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 Exempt
- Non-Exempt Non-Exempt
- N/A

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

Position was not funded by the Crime Victim Compensation Fund. We will fund for 3 months and look for other possible funding during that time.

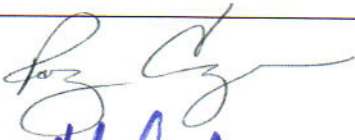
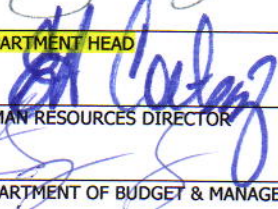

NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	08/24/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	8/25/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	08/24/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			