



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002)
DWI COURT GRANT (320-032)

DATE: 10/12/2011

CURRENT POSITION TITLE: DISTRICT ATTORNEY III

CURRENT SLOT. #: 0026
(A001)

REQUESTED POSITION TITLE: DISTRICT ATTORNEY III

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
 \$ 10,035.00
 Proposed Budgeted Salary
 \$ 10,035.00
 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"/>			

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
 Position is assigned to handle Pre-Trial Diversion for 1st time DWI felony offenders. This Pre-Trial program provides a rehabilitation program to attempt to rehabilitate offenders before they commit another crime relating to their alcohol consumption.

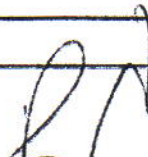



NEW POSITION: Brief job description and attach a copy of the new job description.

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 - ADULT PROBATION	10/19/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.  DEPARTMENT HEAD - ADULT PROBATION	10-19-11 DATE		
3.  HUMAN RESOURCES DIRECTOR	10/21/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.  DEPARTMENT OF BUDGET & MANAGEMENT	10-19-2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
5. COMMISSIONERS COURT APPROVAL	DATE		

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.	<u>Bobby Jones sk</u> DEPARTMENT HEAD - 33 RD DISTRICT COURT	<u>10/19/11</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>[Signature]</u> DEPARTMENT HEAD - ADULT PROBATION	<u>10-19-11</u> DATE		
3.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>10/21/2011</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10-19-2011</u> 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: 139th DISTRICT COURT (003-001)
DWI COURT GRANT (320-032)

DATE: 10/12/2011

CURRENT POSITION TITLE: ASSISTANT COURT COORDINATOR

CURRENT SLOT. #: 0004
A003

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
 \$ 4,955.00
 Proposed Budgeted Salary
 \$ 4,955.00
 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 _____
 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:				
Exempt	<input checked="" type="checkbox"/>	FLSA:	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)

AS AN ASSISTAT 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 SYSTEM.

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.	<u>Bobbi Jones sk.</u> DEPARTMENT HEAD - 13 TH DISTRICT COURT	<u>10/19/11</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> DEPARTMENT HEAD - ADULT PROBATION	<u>10-19-11</u> DATE			
3.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>10/21/2011</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10-19-2011</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
5.	COMMISSIONERS COURT APPROVAL	DATE			