



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: PUBLIC DEFENDER

DATE: 11/3/2011

DEPARTMENT NUMBER: 085

PROGRAM NUMBER: 004

CURRENT SLOT #: G001

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- CLASSIFICATION

CURRENT

N/A

N/A

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

PUBLIC DEFENDER III

\$58,888.00 (G16 S1)

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

PUBLIC DEFENDER III

\$58,888.00 (G16 S1)

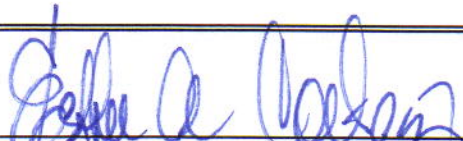
Classification/Position Title

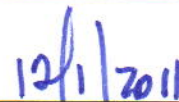
Pay Grade/Salary


COMMENTS:

CLASSIFICATION FOR THE PROPOSED POSITION UNDER THE CLASSIFICATION & COMPENSATION PAY PLAN POSITION INVENTORY. (CLASSIFICATION COMMITTEE MEETING IS NOT REQUIRED)

SIGNATURES


Human Resources Representative


Date


County Treasurer Representative

11/30/11
Date


Budget & Management Representative

11/30/2011
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PUBLIC DEFENDERS (085-004)

DATE: 12/1/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: G001

REQUESTED POSITION TITLE: PUBLIC DEFENDER III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

(Grade 16/ Step 1)

\$	<u>0.00</u>	\$	<u>58,888.00</u>	\$	<u>58,888.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		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 _____
Enter hourly rate for temp. positions

Full Time Employee Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

_____	_____	_____	_____	_____
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: Exempt FLSA: Exempt

Non-Exempt Non-Exempt

N/A

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

HIDALGO COUNTY SEEKS TO IMPROVE THE QUALITY OF REPRESENTATION TO JUVENILE INDIGENT RESPONDENTS BY ESTABLISHING

A JUVENILE SECTION WITH THE HIDALGO COUNTY PUBLIC DEFENDER'S OFFICE AND BY THE CREATION OF THIS SECTION THE

POSITIONS ARE NEEDED.


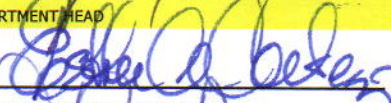

NEW POSITION: Brief job description and attach a copy of the new job description.

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	12/1/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/1/2011 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/30/11 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____



HIDALGO COUNTY
CLASSIFICATION COMMITTEE
RECOMMENDATION FORM

DEPARTMENT NAME: PUBLIC DEFENDER

DATE: 11/3/2011

DEPARTMENT NUMBER: 085

PROGRAM NUMBER: 004

CURRENT SLOT #: G003

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- CLASSIFICATION

CURRENT

N/A

N/A

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

SOCIAL WORKER

\$40,078.00 (G11 S1)

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

SOCIAL WORKER

\$40,078.00 (G11 S1)

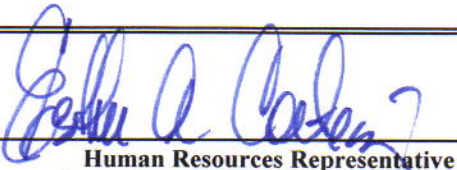
Classification/Position Title

Pay Grade/Salary

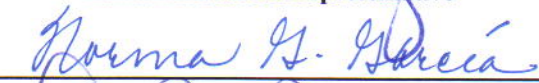
COMMENTS:

CLASSIFICATION FOR THE PROPOSED POSITION UNDER THE CLASSIFICATION & COMPENSATION PAY PLAN POSITION INVENTORY. (CLASSIFICATION COMMITTEE MEETING IS NOT REQUIRED)

SIGNATURES



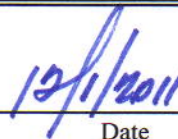
Human Resources Representative



County Treasurer Representative



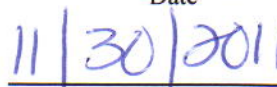
Budget & Management Representative



Date



Date



Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PUBLIC DEFENDERS (085-004)

DATE: 12/1/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: G003

REQUESTED POSITION TITLE: SOCIAL WORKER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

(Grade 11/ Step 1)

\$ 0.00 \$ 40,078.00 \$ 40,078.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary 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 _____
Enter hourly rate for temp. positions

Full Time Employee Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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)

HIDALGO COUNTY SEEKS TO IMPROVE THE QUALITY OF REPRESENTATION TO JUVENILE INDIGENT RESPONDENTS BY ESTABLISHING
A JUVENILE SECTION WITH THE HIDALGO COUNTY PUBLIC DEFENDER'S OFFICE AND BY THE CREATION OF THIS SECTION THE
POSITIONS ARE NEEDED.

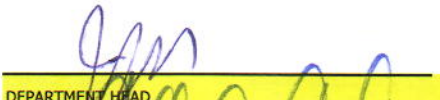
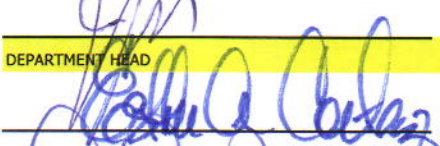
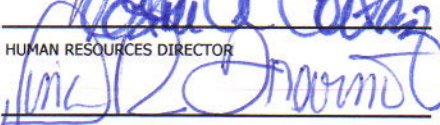
NEW POSITION: Brief job description and attach a copy of the new job description.

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	12/11/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/1/2011 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/30/11 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____



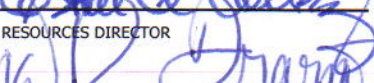
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3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/30/11 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PUBLIC DEFENDERS (085-004)

DATE: 12/1/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: G004

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

(Grade 4/ Step 1)

\$	<u>0.00</u>	\$	<u>23,385.00</u>	\$	<u>23,385.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		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 _____
Enter hourly rate for temp. positions

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Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

_____	_____	_____	_____	_____
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)

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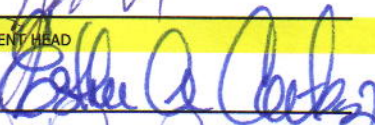
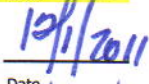

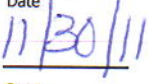
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COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date		