



SYLVIA REYES
 COURT COORDINATOR
 J.R. GAITAN
 BAILIFF/INTERPRETER
 PEDRO "PETE" LOBATO
 CRIMINAL COURT COORDINATOR
 JESSIE C. SALAZAR
 OFFICIAL COURT REPORTER

J.R. "BOBBY" FLORES
 JUDGE, 139TH JUDICIAL DISTRICT OF TEXAS

HIDALGO COUNTY COURTHOUSE
 100 NORTH CLOSNER, SECOND FLOOR
 EDINBURG, TEXAS 78539
 Tel: (956) 318-2260

HIDALGO COUNTY
 BUDGET OFFICE
 SEP 26 PM 3 27

September 26, 2011

Mr. Sergio Cruz
 Hidalgo County Budget
 Courthouse Annex Building
 Edinburg, Texas 78539

Re: Salary Adjustment (Increase)

Dear Mr. Cruz,

I am hereby setting the 2012 compensation for the staff of the 139th District Court salaries as follows:

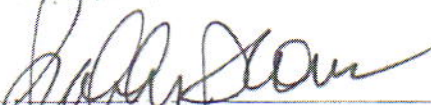
Slot #	Employee Name	Position Title	2011 Budgeted base salary	2012 Adjusted Amt	2012 Adjusted Base Salary	2012 Approved Budget Salary	Actual Salary
002	Sylvia D. Reyes	Court Coordinator	56,000.00	1,680.00	57,680.00	57,680.00	57,680.00
003	Atanacio Gaitan	Bailiff/Interpreter	40,870.00	1,634.00	42,504.00	42,504.00	42,504.00
004	Pedro Saul Lobato	Assistant Court Coordinator	53,500.00	2,140.00	55,640.00	55,640.00	55,640.00

Please make appropriate budgetary adjustments.

1100-412-00-003-001-0
 139th District Court

If you have any questions please feel free to call me at (956)318-2260.

Sincerely yours,


 Judge Bobby Flores
 139th District Court





HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 139th District Court (003-001) DATE: 12/9/2011

CURRENT POSITION TITLE: BAILIFF/INTERP CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: BAILIFF/INTERP

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 40,870.00 \$ 42,504.00 \$ 1,634.00
 Current Budgeted Salary Proposed 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.)
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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)

THE BAILIFF/INTERPRETER IS CROSSTRAINED TO PERFORM CERTAIN DUTIES OF THE COURT COORDINATOR, IN THE ABSENCE OF EITHER COURT COORDINATOR.

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><i>Bobby Lane</i></u> DEPARTMENT HEAD	<u>12/13/11</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u><i>Esther A. Cortez by Debra Kosi</i></u> HUMAN RESOURCES DIRECTOR	<u>12-20-11</u> Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/19/2011</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	COMMISSIONERS' COURT APPROVAL	Date



GINNA ALVAREZ
COURT COORDINATOR

JOAQUIN PENA
BAILIFF-INTERPRETER

DOLLY ROBLEDO
OFFICIAL COURT REPORTER

ALICIA SEPULVEDA
ASSISTANT COORDINATOR

JUAN R. PARTIDA
JUDGE, 275TH JUDICIAL DISTRICT COURT

HIDALGO COUNTY COURTHOUSE
FIRST FLOOR
100 N. CLOSNER
EDINBURG, TEXAS 78539
(956) 318-2270
FAX: (956) 318-2589

TO: Honorable Ramon Garcia
Hidalgo County Judge

FROM: Juan R. Partida
275th District Court
and Overseer for Auxiliary Courts

RECEIVED
OFFICE OF EXECUTIVE OFFICER
ON: 12/7/11 BY:

DATE: December 7, 2011

SUBJECT: 275TH District Court Employees

I am recommending that the employees for the 275th District Court be considered for a salary raise from their current salary. The increase if approved by Commissioner's Court will take effect on January 1, 2012, from the account number 1-1100-412-00-005-001-0-113

The employees for the 275th District Court:

- Slot # 1 Virginia Masso Alvarez, employee # 047279 Court Coordinator \$3,500.00
- Slot # 2 Dalia Robeldo , employee #054844 Court Reporter \$2,000.00
- Slot # 3 Joaquin Pena, employee #121339 Bailiff/Interp. \$3,500.00
- Slot #4 Elvia Roman, employee #186279 Asst. Court Coordinator \$1,000.00

Please be aware that the amount requested is already budgeted for the 2012 year.

If you have any questions or concerns please contact me @ 956-318-2270.



Thank you, Judge Juan R. Partrida



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 275th District Court (005-001)

DATE: 12/9/2011

CURRENT POSITION TITLE: BAILIFF/INTERP

CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: BAILIFF/INTERP

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 53,195.00 \$ 56,695.00 \$ 3,500.00
 Current Budgeted Salary Proposed 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)

Produces and proofs correspondence, reports, summaries, vouchers and of other related forms. Coordinate the repairs and maintenance of office equipment. Makes arrangements for repairs and services.

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>Juan L. Pantela</u>
DEPARTMENT HEAD | <u>12-13-11</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Lopez by Sylvia Rio</u>
HUMAN RESOURCES DIRECTOR | <u>12-21-11</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/19/2011</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____ | _____ | _____ | _____ | _____ |
| | COMMISSIONERS' COURT APPROVAL | Date | | | |



ESTER CONTRERAS
DISTRICT COURT COORDINATOR

FRANK B. MORENO, CSR-RPR
OFFICIAL COURT REPORTER

IDA L. PÉREZ
CRIMINAL CASE COORDINATOR

ALICIA SALINAS
COURT BAILIFF/INTERPRETER

NOÉ GONZALEZ

JUDGE, 370th JUDICIAL DISTRICT OF TEXAS
HIDALGO COUNTY COURTHOUSE
100 N. CLOSNER, 1st FLOOR
EDINBURG, TEXAS 78539
(956) 318-2280

December 12, 2011

TO: Sergio Cruz, Budget Officer

FROM: Hon. Noe Gonzalez
370th Judicial District
State District Judge

In August of this year, the 370th State District Court lost our Official Court Reporter, he past away. The court reporter for the 370th was one of the most trusted, knowledgeable, individuals that worked in the court system. His duties were limitless, his abilities were unmatched and, therefore, it has been difficult for the court to adjust and redistribute duties that individual was entrusted with.

It has taken us over five months to get to the point that we are at, and starting January 1, a new court reporter will take over the duties of court reporting for the court. The court reporter's salary will be lower than our previous court reporter.

The other employees, that being the coordinator in charge of civil and overseeing the court, staff, and the assistant coordinator in charge of criminal dockets, will take on some of the duties that our previous court reporter had in the courtroom. The bailiff, who is also an interpreter, will take over full interpreting duties and all additional duties that the individual that we lost had in the courtroom.

All funds that are reflected in increase in pay are merely a redistribution of funds that were already budgeted for salaries. In conclusion, the redistribution or the reallocation of salary amounts is based on the reallocation of duties on such employees.

Attachment "A"

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


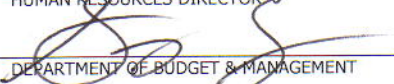
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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	12/10/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	Esther A. Cortez HUMAN RESOURCES DIRECTOR	12-21-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2011 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: 389th Judicial District Court

DATE: 12/20/2011

CURRENT POSITION TITLE: Bailiff/Interpreter

CURRENT SLOT. #: 0003

REQUESTED POSITION TITLE: Bailiff/Interpreter
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount: \$ 48,927.00 \$ 50,427.00 \$ 1,500.00
 Current Budgeted Salary Proposed 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 _____
 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:	<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)

The Bailiff/Interpreter is cross-trained to perform certain duties of the court coordinator, in the absence of either court coordinator.

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

sdfsdfsdf


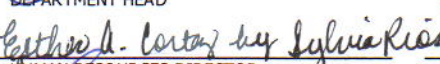
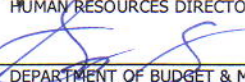
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

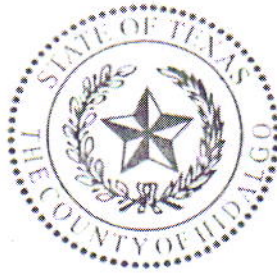
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>12/20/11</u> | | | |
| | DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  | <u>12.21.11</u> | | | |
| | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  | <u>12/20/2011</u> | | | |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



Chris Garcés, Jr.
Official Court Coordinator

Ester Cantu
Criminal Court Coordinator

Aída Salinas Flores
Judge, 398th State District Court

Shana Lively, CSR, RPR
Official Court Reporter

Moises Flores, Jr.
Bailiff / Interpreter

September 23, 2011

Mr. Sergio Cruz
Hidalgo County Budget
Courthouse Annex Building
Edinburg, Texas 78539

Re: Salary Adjustment (Increase)

Dear Mr. Cruz,

I am hereby setting the 2012 compensation for the staff of the 398th District Court salaries as follows:

Slot #	Employee Name	Position Title	2011 Budgeted base salary	2012 Adjusted Amt	2012 Adjusted Base Salary	2012 Approved Budget Salary	Actual Salary
002	Christobal Garcés	Court Coordinator	58,930.00	1768.00	60,698.00	60,698.00	60,698.00
003	Maria Ester Cantu	Court Coordinator	50,780.00	2031.00	52,811.00	52,811.00	52,811.00
004	Moises Flores	Bailiff/Interpreter	49,580.00	1487.00	51,067.00	51,067.00	51,067.00

Please make appropriate budgetary adjustments to account number 1100-412-00-009-001-0.

If you have any questions please feel free to call me at (956)318-2470.

Sincerely yours,

Judge Aída Salinas Flores
398th District Court

HIDALGO COUNTY
BUDGET OFFICE
23 SEP 23 PM



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 398TH DISTRICT COURT (009-001) DATE: 12/9/2011

CURRENT POSITION TITLE: BAILIFF/INTERP CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: BAILIFF/INTERP

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 49,580.00 \$ 51,067.00 \$ 1,487.00
Current Budgeted Salary Proposed 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 Non-Exempt
 Non-Exempt Exempt
 N/A Non-Exempt

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

Employee has been cross-trained to perform the duties of court coordinator


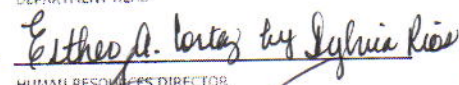
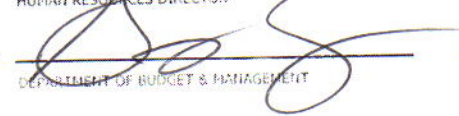
NEW POSITION: Brief job description and attach a copy of the new job description.

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. |  | 12/12/11 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | Date | | | |
| 2. |  | 12.21.11 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | |
| 3. |  | 12/19/2011 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | Date | | | |
| 4. | | | | | |
| | COMMISSIONERS' COURT APPROVAL | Date | | | |

Maricela Cortez Salinas
Court Coordinator

Eloy Garcia
Asst. Court Coordinator



Adelaido "Al" Flores, Jr.
Official Court Reporter

Fidel Perez, III
Bailiff / Interpreter

ISRAEL RAMON, JR.

Judge, 430th Judicial District Court

September 23, 2011

Mr. Sergio Cruz
Hidalgo County Budget
Courthouse Annex Building
Edinburg, Texas 78539

Re: Salary Adjustment (Increase)

Dear Mr. Cruz,

I am hereby setting the 2012 compensation for the staff of the 430th District Court salaries pursuant to section 74.104 of the Government Code:

Slot #	Employee Name	Position Title	2011 Budgeted base salary	2012 Adjusted Amt	2012 Adjusted Base Salary	2012 Approved Budget Salary	Actual Salary
002	Marisela Salinas	Court Coordinator	61,500.00	1500.00	63,000.00	63,000.00	63,000.00
003	Eloy Garcia	Asst. Court Coordinator	40,840.00	2160.00	43,000.00	43,000.00	43,000.00
005	Fidel Perez	Bailiff/Interpreter	56,000.00	1500.00	57,500.00	57,500.00	57,500.00

Please make appropriate budgetary adjustments to account number 1100-412-00-010-001-0.

If you have any questions please feel free to call me at (956)318-2900.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Israel Ramon Jr.", written over a horizontal line.

Judge Israel Ramon Jr.
430th District Court

HIDALGO COUNTY
BUDGET OFFICE
23 SEP 23 PM 3:27



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 430TH DISTRICT COURT (010-001) DATE: 12/9/2011

CURRENT POSITION TITLE: BAILIFF/INTERPRETER CURRENT SLOT #: 0005

REQUESTED POSITION TITLE: BAILIFF/INTERPRETER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 56,000.00 Current Budgeted Salary \$ 57,500.00 Proposed Budgeted Salary \$ 1,500.00 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 Non-Exempt N/A
FLSA: Exempt Non-Exempt

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

In 2010 and 2011, our court heard 759 protective order cases. Of those cases, 422 have been finalized, 145 have been dismissed by the applicant and the rest are pending. Our court has tried between 50 and 60 jury trials. My staff comes in before 8 a.m. and most days they leave after 5 p.m. Our court works from Monday to Friday. We are constantly working to take care of as many cases as possible. Our court handles contested and uncontested civil, criminal, family, juvenile, tax, protective orders, and child welfare cases.

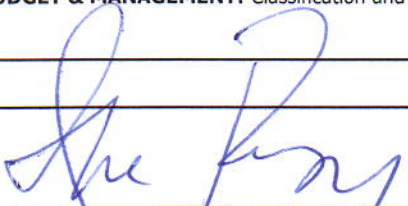


NEW POSITION: Brief job description and attach a copy of the new job description.

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. | 
DEPARTMENT HEAD Judge Israel Ramon, Jr. | <u>12/16/11</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>12.2.11</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/19/11</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS' COURT APPROVAL | Date | | |

ARNOLDO CANTU, JR.

JUDGE, COUNTY COURT AT LAW NO. 5

HIDALGO COUNTY COURTHOUSE

100 N. Closner
Edinburg, Texas 78539
(956) 318-2460

JoAnna G. Guerra
COURT COORDINATOR

Norma Perez
ASST. COURT COORDINATOR

Gay Richey
OFFICIAL COURT REPORTER

Albert Delgado
OFFICIAL BAILIFF / INTERPRETER

November 21, 2011

W
11/28/11
1:22pm



Mr. Sergio Cruz
Budget Officer
Hidalgo County Budget & Management
2818 S. Business Hwy 281
Edinburg, Texas 78539

Re: Budget & Salary Information for County Court at Law No. Five

Dear Mr. Cruz,

As per your request enclosed are the Personnel Adjustment Request Forms and Change of Status Forms for my staff.

Thank you for your assistance in this matter. If you have any questions, please do not hesitate to contact my office.

Sincerely


Judge, Arnoldo Cantu, Jr.
County Court at Law No. Five

ARC/jg



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Court at Law #5 DATE: 11-17-11

CURRENT POSITION TITLE: Bailiff CURRENT SLOT. #: 0006

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 40077 Current Budgeted Salary \$ 45077 Proposed Budgeted Salary \$ 5000⁰⁰ Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other Budget object # 890

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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

SALARY ADJUSTMENT

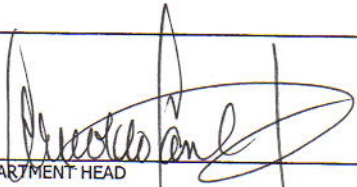


NEW POSITION: Brief job description and attach a copy of the new job description.

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	17/NOV/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12-21-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			