



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S OFFICE- DA BAD CHECKS 080-006

DATE: 12/13/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: T009

REQUESTED POSITION TITLE: CLERK IV

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF TEMP POSITION**

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>G7, S11/ \$41,600.00</u>	\$	<u>\$41,600.00</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 2-1222-412-00-080-006-0-XXX DA BAD CHECK. APPROPRIATION OF FUNDS

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114 \$20.00
Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$20.00 * 2080 hrs = \$41,600.00
Hourly Rate * 2,080 hrs. per year = Annual Salary
\$20.00 * 832 hrs = \$16,640.00 (ACTUAL EXPENDITURE)

TEMPORARY POSITIONS:

<u>01/01/2012</u> Start Date	<u>07/01/2012</u> End Date	<u>Varies</u> Working Days & Hours	<u>varies</u> Hours Per Week	<u>not to exceed 6 mos</u> 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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES



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.		12/19/2011		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		12/27/11		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/22/11		
	DEPARTMENT OF BUDGET & MANAGEMENT	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: DA'S OFFICE- DA BAD CHECKS 080-006

DATE: 12/13/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: T011

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF TEMP POSITION**

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>G1, S0/ \$20,800.00</u>	\$	<u>\$20,800.00</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 2-1222-412-00-080-006-0-XXX DA BAD CHECK. APPROPRIATION OF FUNDS

POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$10.00</u> Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	<u>\$10.00 * 2080 hrs = \$20,800.00</u> Hourly Rate * 2,080 hrs. per year = Annual Salary <u>\$10.00 * 899hrs = \$8,990.00 (ACTUAL EXPENDITURE)</u>

TEMPORARY POSITIONS:

<u>01/01/2012</u> Start Date	<u>07/01/2011</u> End Date	<u>varies</u> Working Days & Hours	<u>varies</u> Hours Per Week	<u>not to exceed lemos</u> 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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES




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.		12/19/2011		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		12-22-11		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/22/2011		
	DEPARTMENT OF BUDGET & MANAGEMENT	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: DA'S OFFICE- DA BAD CHECKS 080-006

DATE: 12/13/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #:
T020

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF TEMP POSITION**

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>G1, S1/ \$18,564.00</u>	\$	<u>\$18,564.00</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 2-1222-412-00-080-006-0-XXX DA BAD CHECK. APPROPRIATION OF FUNDS

POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$8.93</u> Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	<u>\$8.93 * 2080 hrs = \$18,574.00</u> Hourly Rate * 2,080 hrs. per year = Annual Salary <u>\$8.93 * 832hrs = \$7,430.00 (ACTUAL EXPENDITURE)</u>

TEMPORARY POSITIONS:

<u>01/01/2012</u> Start Date	<u>07/01/2011</u> End Date	<u>varies</u> Working Days & Hours	<u>varies</u> Hours Per Week	<u>not to exceed 6mos</u> Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:	FLSA:
Exempt <input checked="" type="checkbox"/>	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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES


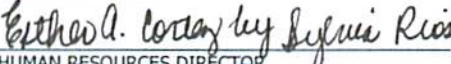

NEW POSITION: Brief job description and attach a copy of the new job description.

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	12/19/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12-22-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 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: DA'S OFFICE- STATE SUPPL. 080-010

DATE: 12/13/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #:
T001 & T003

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF TEMP POSITION**

POSITION SALARY REQUEST:

<u>2</u>	<u>-0-</u>	<u>G1, S1/ \$17,636.00</u>	\$	<u>\$35,272.00</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 **2-1281-412-00-080-010-2-XXX APPROPRIATION OF FUNDS**

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114 \$8.48

Full Time Temporary Object 121 Part Time Temporary Object 122 \$8.48 * 2080 hrs = \$17,638.40

Hourly Rate * 2,080 hrs. per year = Annual Salary
\$8.48 * (759hrs + 633 hrs) = \$11,804.16 (ACTUAL EXPENDITURE)

TEMPORARY POSITIONS:

<u>01/01/2012</u>	<u>07/01/2011</u>	<u>Varies</u>	<u>varies</u>	<u>not to exceed lemos</u>
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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES




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.		12/19/2011			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		12-22-11			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		12/22/2011			
	DEPARTMENT OF BUDGET & MANAGEMENT	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: DA'S OFFICE- STATE SUPPL. 080-010

DATE: 12/13/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: T002

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF TEMP POSITION**

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>G1, S1/ \$18,564.00</u>	\$	<u>\$18,564.00</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 **2-1281-412-00-080-010-2-XXX FUNDS IN PLACE**

POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$9.00</u>
Enter hourly rate for temp. positions				
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	<u>\$9.00 * 2080 hrs = \$18,720.00</u>
Hourly Rate * 2,080 hrs. per year = Annual Salary				
<u>\$9.00 * 657 hrs = \$5,913.00 (ACTUAL EXPENDITURE)</u>				

TEMPORARY POSITIONS:

<u>01/01/2012</u>	<u>07/01/2011</u>	<u>varies</u>	<u>varies</u>	<u>not to exceed lemos</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:	FLSA:
Exempt <input checked="" type="checkbox"/>	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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES




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.		12/19/2011		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		12-22-11		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/22/2011		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		