



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDALGO COUNTY CLERK'S OFFICE - 180

DATE: 12/20/2011

CURRENT POSITION TITLE: Asst. Deputy County Clerk -Temporary

CURRENT SLOT. #: 002-T009

REQUESTED POSITION TITLE: Asst. Deputy County Clerk - Temporary
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Ext. of temp pos.

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

POSITION SALARY REQUEST:

20,570.00

Salary Amount: \$ _____ \$ 11,080.61* \$ 20,570.00
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 County Clerk Archive 12-1100-415-40-180-002-0-121 (Appropriation from Fund Balance)

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
 $\$ 9.8890 * 2,080\text{hrs} = 20,570.00$
Hourly Rate * 2,080 hrs. per year = Annual Salary

$9.8890 * 1040\text{hrs} = 10,285.00$ actual expenditure

TEMPORARY POSITIONS:

01/2012	6/2012	M - F / 8 - 5	40 hours	6 months
<small>Start Date</small>	<small>End Date</small>	<small>Working Days & Hours</small>	<small>Hours Per Week</small>	<small>Duration (2 weeks, 3 months, etc.)</small>

- CIVIL SERVICE:**
- Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

Position needed for back scanning of records

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

Provide assistance by back scanning, indexing, and filing records

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)

* Proposed budgeted salary calculated by Budget Office (\$11,080.61)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

NOTE: As per telephone conversation with Ms. Annette Mufiz on 12/28/11, the PAR form will be signed @ Commissioners Court.

	12/20/2011		
DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. 	11-29-11	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
HUMAN RESOURCES DIRECTOR	DATE		
3. 	12/28/2011	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
DEPARTMENT OF BUDGET & MANAGEMENT	DATE		
4. COMMISSIONERS COURT APPROVAL	DATE		