



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: DA - CIVIL LITIGATION

DATE: 2/17/2012

DEPARTMENT NUMBER: 80

PROGRAM NUMBER: 013

CURRENT SLOT #: 0004

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- CLASSIFICATION

CURRENT

N/A
Classification/Position Title

N/A
Pay Grade/Salary

REQUESTED GRADE/ TITLE:

ATTORNEY II
Classification/Position Title

50,487.00 (GRADE 14/ STEP 1)
Pay Grade/Salary

COMMITTEE RECOMMENDATION

ATTORNEY II
Classification/Position Title

50,487.00 (GRADE 14/ STEP 1)
Pay Grade/Salary

COMMENTS:

RECOMMENDED 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

02/17/12
Date

Budget & Management Representative

2/17/2012
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S CIVIL LITIGATION

DATE: 02/15/2012

CURRENT POSITION TITLE: ATTORNEY V

CURRENT SLOT. #: 001

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **ADDING AUTO ALLOWANCE \$2,000.00**

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>\$2,000.00</u>	\$	<u>2,000.00</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 **FUNDS FROM DELETED ATTORNEY IV POSITION.**

POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	_____
				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.)
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CIVIL SERVICE:

Exempt	<input checked="" type="checkbox"/>	FLSA:	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	Non-Exempt	<input type="checkbox"/>

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

Attorney hired in this position will be making trips to attorney offices, to depositions, mediations hearings and all county offices including precinct offices.




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	02/15/2012 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/17/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	2/17/2012 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 CIVIL LITIGATION

DATE: 02/15/2012

CURRENT POSITION TITLE: ATTORNEY IV

CURRENT SLOT. #: 002

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **ADDING AUTO ALLOWANCE \$1,000.00**

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>\$1,000.00</u>	\$	<u>1,000.00</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 **FUNDS FROM DELETED ATTORNEY IV POSITION.**

POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	_____

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.)
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CIVIL SERVICE:

Exempt	<input checked="" type="checkbox"/>	FLSA:	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt		<input type="checkbox"/>

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

Attorney hired in this position will be making trips to attorney offices, and all county offices including precinct offices.
during working hours.

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.		02/15/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		2/17/2012		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		2/17/2012		
	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 CIVIL LITIGATION

DATE: 02/15/2012

CURRENT POSITION TITLE: ATTORNEY IV

CURRENT SLOT. #: 003

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____ **DELETION OF POSITION**

POSITION SALARY REQUEST:

<u>1</u>	<u>68,687.00</u> G18, S1	<u>-0-</u>	\$	<u>(68,687.00)</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: **N/A**

Current Department Budget Annual Budget Cycle Will Require Additional Funds

 Other _____

POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	_____

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.)
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CIVIL SERVICE:

Exempt	<input checked="" type="checkbox"/>	FLSA:	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt		<input type="checkbox"/>

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

Position will be deleted to create an Attorney II position. The new positions will be an Attorney II position with its main job function will be researching case law. Supplemental funds will be used to purchase equipment (computers, printers, monitors, file cabinets), pay for case law Research software and office supplies.




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	02/15/2012 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	2/17/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	2/17/2012 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 CIVIL LITIGATION

DATE: 02/15/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 004

REQUESTED POSITION TITLE: ATTORNEY II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **ADDING AUTO ALLOWANCE \$900.00**

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>\$50,487.00 + 900.00(AUTO ALLOW) G14, S1</u>	<u>\$ 50,487.00 + \$900.00 (AUTO ALLOWANCE)</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 **FUNDS FROM DELETED ATTORNEY IV POSITION**

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.)
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CIVIL SERVICE:

Exempt FLSA: Exempt
 Non-Exempt Non-Exempt

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

Position will be created after deletion of an Attorney IV position. Position will be posted for attorneys will little (0-3 years) experience to do case law research for the Attorney V and Attorney IV positions in this same account. Auto allowance will be for compensation for traveling to county departments and court.

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.		02/15/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		2/17/2012		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		2/17/2012		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		