



HIDALGO COUNTY

Personnel Adjustment Request Form

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JUL 03 2012

Human Resources

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

DATE: 07/17/2012

CURRENT POSITION TITLE: N/A

SLOT. #:
T029 & T030

REQUESTED POSITION TITLE: CLERK II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other

POSITION SALARY REQUEST:

<u>2</u>	<u>-0-</u>	<u>G3, S0/ \$20,570.00</u>	\$	<u>\$41,140.00</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 \$9.89
Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$9.89 * 2080 hrs = \$20,570.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

\$9.89 * 320hrs = \$3,165.00 * 2 = \$6,330.00 (ACTUAL EXPENDITURE)

TEMPORARY POSITIONS:

<u>07/17/2012</u> Start Date	<u>12/31/2012</u> End Date	<u>varies</u> Working Days & Hours	<u>varies</u> Hours Per Week	<u>NOT TO EXCEED 6 MONTHS</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)

WILL ASSIST ASSISTANT DA'S WITH CASE PREPARATION FOR TRIAL, MAKE COPIES AS NEEDED, FAX INFORMATION, DATA ENTRY, TAKE PAPERWORK BETWEEN BUILDINGS AND COURTS.



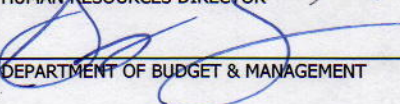
NEW POSITION: Brief job description and attach a copy of the new job description.

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.		07-03-2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		7-5-12		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		07-06-2012		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		