



HIDALGO COUNTY

Personnel Adjustment Request Form Human Resources

Received
OCT 29 2012

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002) DATE: 10/26/2012

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III CURRENT SLOT #: 0026

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other DECREASE IN SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$ <u>10,035.00</u>	\$ <u>9,910.00</u>	\$ <u>(125.00)</u>
Current Allowance Amount	Proposed Allowance Amount	Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other ADULT PROBATION - DWI COURT GRANT (2-1297-423-00-320-032-3-XXX)

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions
 Full Time Employee Temporary 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)

TO COMPLY WITH THE GRANT MANDATED ALLOCATION AMOUNT.

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>Rene Green</i></u> | <u>10/29/12</u> | FUNDING AVAILABLE IN DEPT. BUDGET | YES | <input type="checkbox"/> | NO |
| | DEPARTMENT HEAD - DISTRICT ATTORNEY | Date | | | | |
| 2. | <u><i>L. M. Perry</i></u> | <u>10/26/12</u> | PERSONNEL PROCEDURES COMPLETED | YES | <input type="checkbox"/> | NO |
| | DEPARTMENT HEAD - ADULT PROBATION | Date | | | | |
| 3. | <u><i>Evelyn A. Cortez/aga</i></u> | <u>10-29-12</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | | |
| 4. | <u><i>[Signature]</i></u> | <u>10/29/2012</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | Date | | | | |
| 5. | _____ | _____ | _____ | _____ | _____ | _____ |
| | COMMISSIONERS' COURT APPROVAL | Date | | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

Received
OCT 29 2012

DEPARTMENT NAME/NUMBER: 139TH DC (003-001) DATE: 10/26/2012

CURRENT POSITION TITLE: COURT COORDINATOR CURRENT SLOT #: 0002

REQUESTED POSITION TITLE: COURT COORDINATOR

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other DECREASE IN SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$	4,955.00	\$	4,895.00	\$	(60.00)
	Current Allowance Amount		Proposed Allowance Amount		Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other ADULT PROBATION - DWI COURT GRANT (2-1297-423-00-320-032-3-XXX)

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time Employee Temporary 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)

TO COMPLY WITH THE GRANT MANDATED ALLOCATION AMOUNT.





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

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|----|---|---------------------------|-----------------------------------|---|
| 1. | 
DEPARTMENT HEAD - 139TH DISTRICT COURT | <u>10/29/12</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
DEPARTMENT HEAD - ADULT PROBATION | <u>10/26/12</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
HUMAN RESOURCES DIRECTOR | <u>10-29-12</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>10/29/2012</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. | _____
COMMISSIONERS' COURT APPROVAL | _____
Date | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

Received
OCT 29 2012

DEPARTMENT NAME/NUMBER: 139TH DC (003-001) DATE: 10/26/2012

CURRENT POSITION TITLE: ASSISTANT COURT COORDINATOR CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: ASSISTANT COURT COORDINATOR

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other DECREASE IN SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$	4,955.00	\$	4,895.00	\$	(60.00)
	Current Allowance Amount		Proposed Allowance Amount		Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other ADULT PROBATION - DWI COURT GRANT (2-1297-423-00-320-032-3-XXX)

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114

 Enter hourly rate for temp. positions

Full Time Employee Temporary 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)

TO COMPLY WITH THE GRANT MANDATED ALLOCATION AMOUNT.

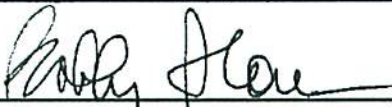
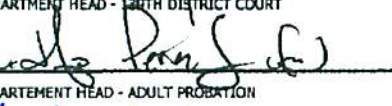


NEW POSITION: Brief job description and attach a copy of the new job description.

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

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|----|--|---------------------------|-----------------------------------|---|
| 1. | 
DEPARTMENT HEAD - 13TH DISTRICT COURT | <u>10/25/12</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
DEPARTMENT HEAD - ADULT PROBATION | <u>10/26/12</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
HUMAN RESOURCES DIRECTOR | <u>10-29-12</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>10/29/2012</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. | COMMISSIONERS' COURT APPROVAL | Date | | |