



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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NOV - 5 2012  
Human Resources

DEPARTMENT NAME/NUMBER: CHILD PROTECTIVE COURT (055-001)

DATE: 11/5/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0001

REQUESTED POSITION TITLE: COURT BAILIFF

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00      \$ 36,480.00      \$ 36,480.00  
Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

### POSITION Type:

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

Full Time Employee 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.)

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

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

*needed for safety/security reasons @ Child Protection Court. (No position currently exists to assist court which is housed outside of courthouse.)*

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

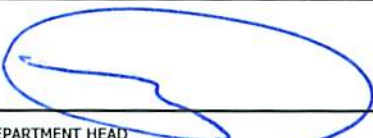

*see attached*

**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>11/5/12</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<i>pending approval by Court.</i>
	DEPARTMENT HEAD					
2.	<i>Evelyn A. Cortez / etc</i>	<u>11.05.12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
	HUMAN RESOURCES DIRECTOR					
3.		<u>11/05/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
	DEPARTMENT OF BUDGET & MANAGEMENT					
4.						
	COMMISSIONERS' COURT APPROVAL	Date				