



# HIDALGO COUNTY

## Personnel Adjustment Request Form

Received  
NOV 14 2012  
Human Resources

DEPARTMENT NAME/NUMBER: DRUG COURT (320-014) DATE: 11/14/2012  
CURRENT POSITION TITLE: N/A CURRENT SLOT #: 0002  
REQUESTED POSITION TITLE: CLERK I

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount: (Adult Probation Salary Scale)		22,000.00		22,000.00
	\$	0.00	\$	18,564.00
		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 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.) \_\_\_\_\_

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

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

The clerk is needed to do data entry into the computer system and clerical functions for the drug court. The clerk will be a Hidalgo County Adult Probation employee with Health & Life Insurance benefits thru ERS, and will be housed at the Adult Probation office.

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

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**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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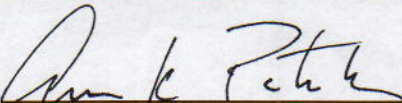
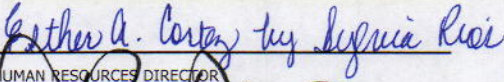
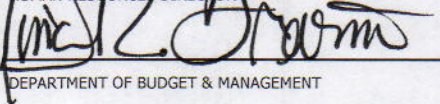
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	11-14-12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11-15-12 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/16/12 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____