



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez Jr., Juvenile Justice Center-330

DATE: 12/10/2012

CURRENT POSITION TITLE: JCCC Monitor

CURRENT SLOT. #: 030,031

T092, T093

REQUESTED POSITION TITLE: JCCC Monitor
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Extension

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

POSITION SALARY REQUEST:

Salary Amount: \$ 11,700.00 0.00 \$ 5850.00 x 2 \$ 0.00 11,700.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other 1294-423-00-330-010-3-XXX

POSITION Type:

Full Time Employee Object 113		Part Time Employee Object 114		<u>7.50</u>
Full Time Temporary Object 121		Part Time Temporary Object 122		<input checked="" type="checkbox"/> <u>7.50 x 780 hrs = 5850.00</u> Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

1/1/2013 06/31/2013 Shift varies 15 6 months
 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)

Continuation of Program and Workload

2012 DEC 11 AM 11:24
 HIDALGO COUNTY
 BUDGET OFFICE

NEW POSITION: Brief job description and attach a copy of the new job description.
See copy of Job description plus filing, regular office duties, assist coordinator of the JCCC Program

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
DEC 11 AM 11 24

1.	DEPARTMENT HEAD	12-10-12	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	12/18/2012	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/17/2012	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT _____ DATE 12/17/2012

2. HUMAN RESOURCES DIRECTOR _____ DATE 12/18/2012

1. DEPARTMENT HEAD _____ DATE 12-10-12

BUDGET PROCEDURES COMPLETED YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

NEW POSITION: Brief job description and attach a copy of the new job description. See copy of job description plus filing, regular office duties, assist coordinator of the JCC Program

HIDALGO COUNTY
BUDGET OFFICE
12 DEC 11 AM 11 24

**J.C.C.C. Volunteer Program Monitor
Job Description**

Role: Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator at all times.

1. Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
2. Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi-monthly committee meetings, volunteer trainings, community service sites, etc).
3. Responsible for working with the chair/co-chair of the committee assigned within the specific area in developing the agenda for the monthly/bi-monthly committee meeting. Also, preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) For any and all activities/meetings related to the program.
4. Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
5. Responsible for disseminating any and all information to the volunteers and community.
6. Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times;
7. Work in harmony with all department staff and perform any and all duties as assigned to insure the efficient operation of the program.
8. Ensure that all cases assigned are kept up to date with the proper documentation and in order.
9. Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
10. Any other duty, responsibility, or task as assigned by the immediate supervisor.
11. Preferably be bilingual.
12. Wear the appropriate attire that will convey a professional demeanor which is acceptable for a appearance in the office and community at all times.

I, _____, have received, reviewed and understand the
Print Name
Volunteer Program Monitor Job Description explained to me by _____.
Print Name

_____, on _____
Title/Position *Date*

Signature *Date*

Supervisor's Signature *Date*

HIDALGO COUNTY
DEPARTMENT OF BUDGET & MANAGEMENT
FISCAL NOTE

**Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.*

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Friday, December 28, 2012

Agenda Item: 35777

Summary of request/proposal:

Juvenile Department (1100):

Discussion, consideration and approval to extend the following temporary part time position(s) approved in 2012 and needed in 2013, not to exceed six (6) months:

******ANNUAL******

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	JCCC MONITOR	T076	122	0.00	15,600.00	15,600.00
1100	JCCC MONITOR	T077	122	0.00	15,600.00	15,600.00
1100	JCCC MONITOR	T078	122	0.00	15,600.00	15,600.00
1100	JCCC MONITOR	T079	122	0.00	15,600.00	15,600.00
TOTAL				0.00	62,400.00	62,400.00

******HRLY******

Fund	Position	Slot#	Obj	Rate of Pay	Estimated Hrs	Total Requested
1100	JCCC MONITOR	T076	122	7.50	780	5,850.00
1100	JCCC MONITOR	T077	122	7.50	780	5,850.00
1100	JCCC MONITOR	T078	122	7.50	780	5,850.00
1100	JCCC MONITOR	T079	122	7.50	780	5,850.00
TOTAL				30.00	3,120.00	23,400.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3-1100-423-60-330-002-0-122	JUVENILE PROBATION- TEMP P/T EMPLOYEES	\$23,400.00
3-1100-423-60-330-002-0-211	JUVENILE PROBATION- HEALTH INSURANCE	\$0.00
3-1100-423-60-330-002-0-212	JUVENILE PROBATION- LIFE INSURANCE	\$0.00
3-1100-423-60-330-002-0-220	JUVENILE PROBATION- FICA	\$1,790.10
3-1100-423-60-330-002-0-230	JUVENILE PROBATION- RETIREMENT	\$0.00
3-1100-423-60-330-002-0-250	JUVENILE PROBATION- UNEMPLOYMENT COMP	\$117.00
3-1100-423-60-330-002-0-260	JUVENILE PROBATION- WORKER'S COMP	\$11.70
2013 Budgetary Impact		\$25,318.80

2014 Budgetary Impact: \$0.00

Possible Funding Sources: WITHIN DEPT BUDGET- FUNDS AVAILABLE IN BUDGET

Comments:

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HIDALGO COUNTY
DEPARTMENT OF BUDGET & MANAGEMENT
FISCAL NOTE

**Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.*

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Friday, December 28, 2012

Agenda Item: 35777

Summary of request/proposal:

Juvenile Department (1294):

Discussion, consideration and approval to extend the following temporary part time position(s) approved in 2012 and needed in 2013, not to exceed six (6) months:

******ANNUAL******

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1294	JCCC MONITOR	T092	122	0.00	15,600.00	15,600.00
1294	JCCC MONITOR	T093	122	0.00	15,600.00	15,600.00
			TOTAL	0.00	31,200.00	31,200.00

******HRLY******

Fund	Position	Slot#	Obj	Rate of Pay	Estimated Hrs	Total Requested
1294	JCCC MONITOR	T092	122	7.50	780.00	5,850.00
1294	JCCC MONITOR	T093	122	7.50	780.00	5,850.00
			TOTAL	15.00	1,560.00	11,700.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3- 1294-423-00-330-010-3- 122	TJJD-A- TEMP P/T EMPLOYEES	\$11,700.00
3- 1294-423-00-330-010-3- 211	TJJD-A- HEALTH INSURANCE	\$0.00
3- 1294-423-00-330-010-3- 212	TJJD-A- LIFE INSURANCE	\$0.00
3- 1294-423-00-330-010-3- 220	TJJD-A- FICA	\$895.05
3- 1294-423-00-330-010-3- 230	TJJD-A- RETIREMENT	\$0.00
3- 1294-423-00-330-010-3- 250	TJJD-A- UNEMPLOYMENT COMP	\$58.50
3- 1294-423-00-330-010-3- 260	TJJD-A- WORKER'S COMP	\$5.85
	2013 Budgetary Impact	\$12,659.40

2014 Budgetary Impact: \$0.00

Possible Funding Sources: WITHIN DEPT BUDGET- FUNDS AVAILABLE IN BUDGET

Comments:

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