



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S OFFICE- STATE SUPPL. 080-010

DATE: 12/28/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #:

T004

T007 805

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other EXTENSION OF TEMP POSITION

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>\$17,636.00</u>	\$	<u>\$17,636.00</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 3-1281-412-00-080-010-2-XXX FUNDS IN PLACE

POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$8.48</u>
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	Enter hourly rate for temp. positions <u>\$8.48 * 2080 hrs = \$17,638.40</u> Hourly Rate * 2,080 hrs. per year = Annual Salary <u>\$8.48 * 633 hrs = \$5,336.00 (ACTUAL EXPENDITURE)</u>

TEMPORARY POSITIONS:

<u>01/01/2013</u>	<u>07/01/2011</u> ¹³ <i>10/30/12 re</i>	<u>varies</u>	<u>varies</u>	<u>NOT TO EXCEED 6 MONTHS</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES




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.		12/17/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		12/19/12		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/27/2012		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S OFFICE- STATE SUPPL. 080-010

DATE: 12/28/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOTS. #:
~~T005 & T006~~ SUS
T008 + T009

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other EXTENSION OF TEMP POSITION

POSITION SALARY REQUEST:

2 NO. OF POSITIONS -0- CURRENT GRADE & STEP/ SALARY/ ALLOWANCE \$18,564.00 PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE \$ 37,128.00 NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 3-1281-412-00-080-010-2-XXX FUNDS IN PLACE

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

Full Time Temporary Object 121 Part Time Temporary Object 122

8.925/hr
Enter hourly rate for temp. positions
8.925 * 2080 hrs = \$ 18,564.00 x 2 = 37,128.00
Hourly Rate * 2,080 hrs. per year = Annual Salary
8.925 * (259hrs + 657 hrs) = 12,637.80

TEMPORARY POSITIONS:

01/01/2013 Start Date 07/01/2011 End Date Varies Working Days & Hours varies Hours Per Week Not to exceed 6 months 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)
NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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HUMAN RESOURCES: Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12/17/2012 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/19/12 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/27/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			