



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 \$ 11,700.00 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 | 7.50
 Full Time Temporary Object 121 | Part Time Temporary Object 122 |
 Enter hourly rate for temp. positions
7.50 x 780 hrs = 5850.00
 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: Exempt Non-Exempt N/A
 FLSA: Exempt Non-Exempt

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

Continuation of Program and Workload

HIDALGO COUNTY BUDGET OFFICE
2012 DEC 11 AM 11:24

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