



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CRIM DA HB65 (080-007)

DATE: 12/28/2012

CURRENT POSITION TITLE:

SLOT. #: T075-T079

REQUESTED POSITION TITLE: CLERK I

**REQUEST FOR:**

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

**POSITION SALARY REQUEST:**

<u>5</u>	<u>-0-</u>	<u>20,800.00 * 5</u>	\$	<u>104,000.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other 3-1223-412-00-080-007-0-XXX DA HB 65 (INVESTIGATION FUND)

**POSITION TYPE:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	\$10.00
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	\$

Enter hourly rate for temp. positions  
 $10.00 \times 2080 = 20,800.00$   
 Hourly Rate \* 2,080 hrs. per year = Annual Salary  
 $10.00 \times 350 \text{ hrs} = \$3,500.00 \times 5 = \$17,500.00$

**TEMPORARY POSITIONS:**

<u>01/01/2013</u>	<u>06/30/2013</u>	<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 . (copies, shredding, faxing, answering phone, taking files to different departments, etc..)

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


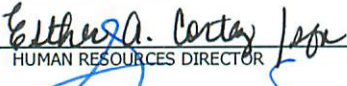

Running copies, shredding, faxing, answering phone, taking files to different departments, and other duties as assigned.

**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.		12-27-12		
	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- DA INVESTIGATION FUND 080-007

DATE: 12/28/2012

CURRENT POSITION TITLE:

CURRENT SLOT. #:  
T080

REQUESTED POSITION TITLE: CLERK IV

**REQUEST FOR:**

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

**POSITION SALARY REQUEST:**

<u>1</u>	<u>-0-</u>	<u>\$41,600.00</u>	\$	<u>\$41,600.00</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 3-1223-412-00-080-007-0-XXX DA INVESTIGATION FUND.  
APPROPRIATION OF FUNDS

**POSITION TYPE:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$20.00</u> Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	<u>\$20.00 * 2080 hrs = \$41,600.00</u> Hourly Rate * 2,080 hrs. per year = Annual Salary <u>\$20.00 * 899hrs = \$17,980.00 (ACTUAL EXPENDITURE)</u>

**TEMPORARY POSITIONS:**

<u>01/01/2012</u>	<u>06/30/2013</u>	<u>varies</u>	<u>varies</u>	<u>NOT 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.

Will be assisting in the Felony Section with the preparation of judgments, revocations, TRN revisions as required, modification and research of judgments and other documents required in the different departments.

**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.		12-27-12		
	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		