



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Hidalgo County Clerk's Office -180 - DD1

DATE: 1/16/2013

CURRENT POSITION TITLE: Deputy County Clerk I

CURRENT SLOT. #: 0031-0075

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 26,014.00 \$ 27,000.00 \$ see attached position list
 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 _____

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114 _____
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 Enter hourly rate for temp. positions
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:
 Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

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)

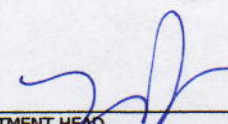
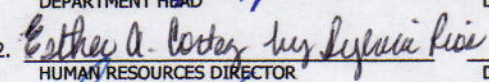
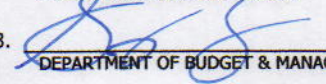
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

As per approval by Commissioners' Court on 12/30/08.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>1/16/13</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>01-17-13</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>01-18-13</u>	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			

Co. Clerks

Slot	Position Title	2013 Budgeted Salary	Proposed Salary	Increase
0031	Deputy County Clerk I	26,014.00	27,000.00	986.00
0034	Deputy County Clerk I	26,014.00	27,000.00	986.00
0035	Deputy County Clerk I	26,014.00	27,000.00	986.00
0037	Deputy County Clerk I	26,014.00	27,000.00	986.00
0040	Deputy County Clerk I	26,924.00	27,000.00	76.00
0044	Deputy County Clerk I	26,014.00	27,000.00	986.00
0045	Deputy County Clerk I	26,014.00	27,000.00	986.00
0047	Deputy County Clerk I	26,014.00	27,000.00	986.00
0051	Deputy County Clerk I	26,014.00	27,000.00	986.00
0052	Deputy County Clerk I	26,014.00	27,000.00	986.00
0054	Deputy County Clerk I	26,014.00	27,000.00	986.00
0057	Deputy County Clerk I	26,014.00	27,000.00	986.00
0061	Deputy County Clerk I	26,014.00	27,000.00	986.00
0072	Deputy County Clerk I	26,014.00	27,000.00	986.00
0073	Deputy County Clerk I	26,014.00	27,000.00	986.00
0074	Deputy County Clerk I	26,014.00	27,000.00	986.00
0075	Deputy County Clerk I	26,014.00	27,000.00	986.00



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER:

County Clerk / # 180

DATE:

12/29/08

CURRENT POSITION TITLE:

Deputy Clerk

CURRENT SLOT. #:

0034-0061

REQUESTED POSITION TITLE:

(For new positions or reclassifications)

Deputy 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: \$ various - see fiscal note
 Current Budgeted Salary
 \$ 27,000.00
 Proposed Budgeted Salary
 \$ see fiscal note
 Net Change

Position to be funded from one of the following:

 Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other _____
POSITION Types:
 Full Time Employee Object 113
 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary
TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt		<input type="checkbox"/>
N/A	<input type="checkbox"/>			

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

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)

As Requested by the County Clerk

NEW JOB DESCRIPTION ATTACHED.

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

B. description

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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

C. TXDot Fund (1315) - Pct. 1:

Approval of 2008 interdepartmental transfer for the TXDOT Fund (1315) from FM 493, program no. 043, to US 83 Illumination, program no. 031, in the amount of \$1,000.00 to fund pending project expenditures.

On motion of Commissioner Handy, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

D. Tax Notes 2007:

Approval of 2008 appropriation of funds for Tax Notes 2007 (1302) in the amount of \$300,000.00.

On motion of Commissioner Handy, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

E. Precinct #3 Parks:

Approval of 2008 appropriation of funds for Precinct #3 Parks (1213) in the amount of \$257,500.00.

On motion of Commissioner Handy seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

F. County Clerk:

- 1. Approval to reclassify slot #'s 0034 thru 0061 from various salaries from Deputy Clerk to Deputy Clerk 1, new salary \$27,000.00 each including the 2009 COLA as reviewed and recommended by the reclassification committee**
- 2. Approval of revised salary schedule.**

On motion of Commissioner Handy, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval on items #1 & 2...

At this time the Court moved to item H.

G. District Attorney:

- 1.) Approval of 2009 D.A.'s Office Revised General Fund Salary Schedule.**
- 2.) Approval of 2009 D.A.'s Office Bad Checks Budget and Salary Schedule.**
- 3.) Approval of 2009 D.A.'s Office Investigation Fund Budget and Salary Schedule.**
- 4.) Approval of Revised 2008-2009 D.A.'s State Supplement Salary Schedule.**
- 5.) Approval of 2008-2009 HIDTA Task Force - Asset Forfeiture Budget and Salary Schedule to include overtime pay.**
- 6.) Approval of 2009 HIDTA Grant Revised Salary Schedule.**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval on items #1 thru 6.

At this time the Court moved back to item #7.

AI-13093
CC REGULAR

12. F.

Meeting Date: 12/30/2008

Submitted For: Raul Silguero

Submitted By: Dina Trevino, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

County Clerk:

1. Approval to reclassify slot #'s 0034 thru 0061 from various salaries from Deputy Clerk to Deputy Clerk 1, new salary \$27,000.00 each including the 2009 COLA as reviewed and recommended by the reclassification committee.
2. Approval of revised salary schedule.

BACKGROUND

Attachments

Job Description

PAR

Fiscal Note

Reclassification Form

salary schedule

Form Review

Inbox	Reviewed By	Date
Budget & Management (Originator)	Veronica Lopez	12/29/2008 02:55 PM
Ivan Cantu	Ivan Cantu	12/29/2008 04:30 PM
Auditor's Office	Linda Fong	12/31/2008 08:36 AM
Purchasing Department	Marty Salazar	12/31/2008 01:57 PM
Form Started By: Dina Trevino		Started On: 12/24/2008 05:16 PM
	Final Approval Date: 12/31/2008	