



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 139th DC (003-001) DATE: 1/24/2013

CURRENT POSITION TITLE: ASSISTANT COURT COORDINATOR CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: ASSISTANT COURT COORDINATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Authorize Supplemental pay

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
 Current G&S/ Budgeted Salary Proposed G&S/ 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 _____
 Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

FLSA: Exempt Non-Exempt

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

Board
 TRANSFER OF ADMINISTRATIVE DUTIES FOR THE ~~BOARD~~ OF JUDGES/ PRESIDING ADMINISTRATIVE JUDGE FROM 93RD DC TO 139TH DC.

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. *Paul J. ...*
DEPARTMENT HEAD

1/25/13
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. *Esther A. ...*
HUMAN RESOURCES DIRECTOR

01-25-13
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. *[Signature]*
DEPARTMENT OF BUDGET & MANAGEMENT

01-25-13
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 139th DC (003-001) DATE: 1/24/2013

CURRENT POSITION TITLE: COURT COORDINATOR CURRENT SLOT #: 0002

REQUESTED POSITION TITLE: COURT COORDINATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Authorize Supplemental pay

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00

Current G&S/ Budgeted Salary Proposed G&S/ 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 _____
Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

TRANSFER OF ADMINISTRATIVE DUTIES FOR THE ^{Board} ~~BOARD~~ OF JUDGES/ PRESIDING ADMINISTRATIVE JUDGE FROM 93RD DC TO 139TH DC.

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


DEPARTMENT HEAD

1/25/13
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. 
HUMAN RESOURCES DIRECTOR

01-25-13
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

01.25.13
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

_____ Date