



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: COUNTY COURT AT LAW #8

DATE: 1/10/2013

CURRENT POSITION TITLE: COURT REPORTER

CURRENT SLOT #: 0002

REQUESTED POSITION TITLE: SAME

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other SETTING OF SALARY

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

POSITION SALARY REQUEST:

Salary Amount:

\$ _____ \$ 73,000.00 \$ _____
 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 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 FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

NEED TO SET SALARY OF COURT REPORTER FOR NEW COURT; ^{Approved} ~~SUBJECT TO RATIFICATION~~ BY BOARD OF JUDGES AT THEIR ~~MEETING~~
 MEETING ~~HELD~~ HELD IN JAN ³¹ 2013. *DA*

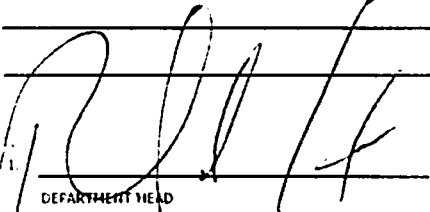
NEW POSITION: Brief job description and attach a copy of the new job description.

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

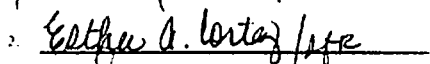
1. 

DEPARTMENT HEAD

11/10/13
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. 

HUMAN RESOURCES DIRECTOR

01-11-13
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. 

DEPARTMENT OF BUDGET & MANAGEMENT

01-11-13
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____

COMMISSIONERS' COURT APPROVAL

Date