



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER:
Hidalgo County District Attorney's Office

DATE:
05/20/2013

CURRENT POSITION TITLE: Clerk I

NEW SLOT. #:
T010 & T011

REQUESTED POSITION TITLE: Clerk I

REQUEST FOR:

- New Position
- Temporary Position *pc*
- Position Reclassification*
- Other _____

POSITION SALARY REQUEST:

NO. OF POSITIONS: 2

CURRENT GRADE & STEP: -0-

PROPOSED GRADE & STEP: #7,146.00
\$ 6,683.00 *pc*

T010 - \$7,146.00 Annual
T011 - \$6,683.44 Annual
NET CHANGE *pc*

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds

Other 3-1281-412-00-080-010-3-XXX

POSITION TYPE:

- Full Time Employee Object 113
- Part Time Employee Object 114
- Full Time Temporary Object 121
- Part Time Temporary Object 122

T010 - \$9.00 hrly
T011 - \$8.47 hrly

Enter hourly rate for temp. positions
T010- \$9.00 * 794 = \$7,146.00
T011- \$8.47 * 789 = \$6,683.84 *pc*

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

07/01/2013 Start Date 08/31/2013 End Date Mon-Fri Working Days & Hours T010-794 hrs yrly Hours Per Week T011-789 hrs yrly Hours Per Week _____ Duration (2 weeks, 3 months, etc.)

- CIVIL SERVICE:
- Exempt *pc* FLSA: Exempt
 - Non-Exempt *pc* FLSA: Non-Exempt
 - N/A

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

Will use individual to assist in the shredding, making copies, answering phones, running paperwork from building to building, etc...

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

See Attachment



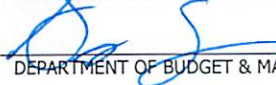
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

Funding for positions was setup on agenda item 36006 on January 1, 2013. Positions be recreated due to the 6 months limit on temporary part-time positions.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		05/20/2013		
	Roy Cazares for Rene Guerra	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		5/22/13		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		05/31/2013		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		