



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 090 *District Clerk's Office*

DATE: May 30, 2013

CURRENT POSITION TITLE:

CURRENT SLOT. #: *0076, 0077*

REQUESTED POSITION TITLE: Deputy District Clerk I
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ _____ \$ 26,014.00 *X 2* \$ 52,028.00
Current Budgeted Salary Proposed Budgeted Salary Net Change
26,014.00 *MC*

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.) |
|--|--|----------------------|----------------|------------------------------------|
| 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)

The district clerk office has experienced an extraordinary influx of MDL - Hailstorm cases, an unanticipated burden for current district clerk staff. Since March 2013 an estimated 1300 cases have been filed in Hidalgo County. These cases require regular processing in addition to the ongoing maintenance throughout the duration of litigation and beyond. We anticipate the continuous filing of these cases over the course of the next two years, in accordance to the statute of limitations. Both the district clerk office and the 206th District Court Judge highly recommend a position be created to address this issue.

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

See attached 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)

According to our data, the district clerk office has collected over \$537,862.00 on MDL - Hailstorm cases alone since April 2012. The district clerk office proposes the position be funded through the assessment and collection of these fees.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|-----------------------------------|--------------|-----------------------------------|---|--|
| 1. | Ricardo Contreras | May 30, 2013 | | | |
| | DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | <i>Esther A. Cortez</i> | 06-04-13 | | | |
| | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <i>D S</i> | 06/06/2013 | | | |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |