



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Justice of the Peace Pct. 1 Pl. 2 (062)

DATE: July 23, 2013

CURRENT POSITION TITLE:

CURRENT SLOT. #: 007

REQUESTED POSITION TITLE: Case Manager 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: \$ 00.00 Current Budgeted Salary      \$ 33,990.00 Proposed Budgeted Salary      \$ 33,990.00 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.)

CIVIL SERVICE: Exempt  Non-Exempt  N/A

FLSA: Exempt  Non-Exempt

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

Due to merging of Precinct 5 with Precinct 1, our workload has increased in all areas. Schools are relying on the justice court system to help with the ever increasing problem of fail to attend school cases. With that in mind, we are requesting more manpower to execute the cases presented to this court.

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

Job Description Attached.

**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)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

REQUIRES ADDITIONAL FUNDING.

- |    |  |                    |                                   |   |  |
|----|--|--------------------|-----------------------------------|---|--|
| 1. | <br>DEPARTMENT HEAD                   | 7-24-2013<br>DATE  | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| 2. | <br>HUMAN RESOURCES DIRECTOR          | 7.25.2013<br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 07/31/2013<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE               |                                   |   |  |