



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER/ PUBLIC DEFENDER- JUVENILE SECTION
085-003 & 085-004 **DATE:** 9/24/2013

CURRENT POSITION TITLE: PUBLIC DEFENDER III **CURRENT SLOT #:** 085-003-0014/ & 085-004-G001

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other REDISTRIBUTE COST ALLOCATION/ DELETE G/F SLOT

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

POSITION SALARY REQUEST:

085-003	1	\$ 1,767.00	\$ 0.00	\$ (1,767.00)
Account No.	No. of Positions/ Slots	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
085-004	1	\$ 58,888.00	\$ 60,655.00	\$ 1,767.00
Account No.	No. of Positions/ Slots	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other

FUNDS FROM THE FY 2014 MULITI-YEAR CONTINUED DISCRETIONAY GRANT AWARD

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:

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

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

~~FUNDS FROM GRANT WILL COVER 100% COST OF POSITION.~~
Action requested to fund position 100% from special purpose fund and remove cost allocation from general fund.

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

N/A

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

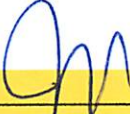
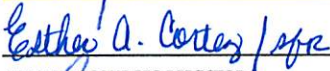

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		09/23/13	Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD							
2.		09.23.13	Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR							
3.		09/23/2013	Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT							
4.			Date					
	COMMISSIONERS' COURT APPROVAL							



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER/ PUBLIC DEFENDER- JUVENILE SECTION
085-003 & 085-004 **DATE:** 9/24/2013

CURRENT POSITION TITLE: PUBLIC DEFENDER II **CURRENT SLOT #:** 085-003-0015/ & 085-004-G002

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other REDISTRIBUTE COST ALLOCATION/ DELETE G/F SLOT

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

POSITION SALARY REQUEST:

085-003	1	\$ 1,515.00	\$ 0.00	\$ (1,515.00)
Account No.	No. of Positions/ Slots	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
085-004	1	\$ 50,487.00	\$ 52,002.00	\$ 1,515.00
Account No.	No. of Positions/ Slots	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other

FUNDS FROM THE FY 2014 MULITI-YEAR CONTINUED DISCRETIONAY GRANT AWARD

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:

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

FLSA: Exempt Non-Exempt

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

~~FUNDS FROM GRANT WILL COVER 100% COST OF POSITION.~~

Action requested to fund position 100% from special purpose fund and remove cost allocation from general fund. *oe*

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

N/A

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


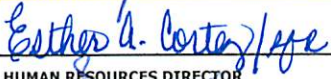

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>9/23/13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
2.	 HUMAN RESOURCES DIRECTOR	<u>09.23.13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>09/23/2013</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
4.	_____	_____	COMMISSIONERS' COURT APPROVAL	_____	_____	_____	_____



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER/ PUBLIC DEFENDER- JUVENILE SECTION
085-003 & 085-004 **DATE:** 9/24/2013

CURRENT POSITION TITLE: SOCIAL WORKER **CURRENT SLOT #:** 085-003-0016/ & 085-004-G003

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other REDISTRIBUTE COST ALLOCATION/ DELETE G/F SLOT

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

POSITION SALARY REQUEST:

085-003	1	\$ 1,202.00	\$ 0.00	\$ (1,202.00)
Account No.	No. of Positions/ Slots	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
085-004	1	\$ 40,078.00	\$ 41,280.00	\$ 1,202.00
Account No.	No. of Positions/ Slots	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other

FUNDS FROM THE FY 2014 MULITI-YEAR CONTINUED DISCRETIONAY GRANT AWARD

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:

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

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

~~FUNDS FROM GRANT WILL COVER 100% COST OF POSITION.~~
Action requested to find position 100% from special purpose fund and remove cost allocation from general fund. *eg*

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

N/A

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




N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		9/23/13	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.		09-23-13	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		09/23/2013	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.			COMMISSIONERS' COURT APPROVAL				
	COMMISSIONERS' COURT APPROVAL	Date					



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER/ PUBLIC DEFENDER- JUVENILE SECTION
085-003 & 085-004 **DATE:** 9/24/2013

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I **CURRENT SLOT #:** 085-003-0017/ & 085-004-G004

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other REDISTRIBUTE COST ALLOCATION/DELETE G/F SLOT

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

POSITION SALARY REQUEST:

Account No.	No. of Positions/ Slots	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
085-003	1	\$ 702.00	\$ 0.00	\$(702.00)
085-004	1	\$ 23,385.00	\$ 24,087.00	\$ 702.00

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other

FUNDS FROM THE FY 2014 MULTI-YEAR CONTINUED DISCRETIONARY GRANT AWARD

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:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

CIVIL SERVICE: Exempt Non-Exempt
FLSA: Exempt Non-Exempt

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

~~FUNDS FROM GRANT WILL COVER 100% COST OF POSITION.~~
Action requested to find position 100% from special purpose fund and remove cost allocation from general fund. *[Signature]*

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

N/A

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

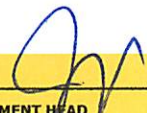

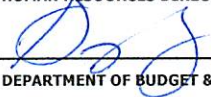
N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | | | |
|----|--|--------------------|-----------------------------------|-------------------------------------|-----|--------------------------|----|
| 1. | 
DEPARTMENT HEAD | 9/23/13
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 09-23-13
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 09/23/2013
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. | COMMISSIONERS' COURT APPROVAL | Date | | | | | |