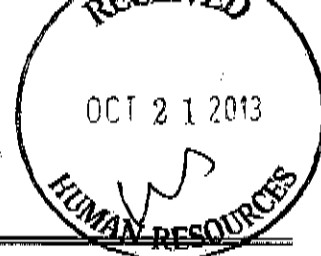




HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002) DATE: 10/15/2013

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III CURRENT SLOT #: 0026

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other DECREASE IN SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$	9,910.00	\$	9,837.00	\$	(73.00)
	Current Allowance Amount		Proposed Allowance Amount		Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other
 CRIM DA. EXPENSES TO BE RECLASSIFIED TO ADULT PROB - DWI COURT GRANT
 (3-1297-423-00-320-032-3-XXX) ACCOUNT

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: N/A

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

CIVIL SERVICE:

Exempt
 FLSA: Exempt

 Non-Exempt
 FLSA: Non-Exempt

 N/A

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

TO COMPLY WITH THE GRANT MANDATED ALLOCATION AMOUNT.

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)

Changes effective 08/31/13 (End of FY 2013) PC

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

[Handwritten signature]
[Redacted signature area]

2. *[Signature]* 10-17-13 PERSONNEL PROCEDURES COMPLETED YES NO
DEPARTMENT HEAD - ADULT PROBATION Date

3. _____ PERSONNEL PROCEDURES COMPLETED YES NO
HUMAN RESOURCES DIRECTOR Date

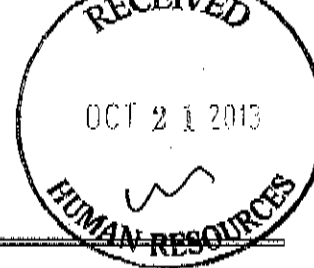
4. *[Signature]* 10/18/13 BUDGET PROCEDURES COMPLETED YES NO
DEPARTMENT OF BUDGET & MANAGEMENT Date

5. _____ COMMISSIONERS' COURT APPROVAL _____ Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 139TH DC (003-001) DATE: 10/15/2013

CURRENT POSITION TITLE: ASSISTANT COURT COORDINATOR CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other REMOVAL OF SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$	6,395.00	\$	0.00	\$	(6,395.00)
	Current Allowance Amount		Proposed Allowance Amount		Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other NO FUNDING IS REQUIRED.

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: N/A

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

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

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

MONIES NOT ALLOCATED FOR THE DISTRICT COURTS IN FY 2014 DWI GRANT.

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)

Changes effective 08/31/13 (End of FY 2013) PC

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

[Handwritten signature]



- 2. *[Signature]* 10-17-12 PERSONNEL PROCEDURES COMPLETED YES NO
DEPARTMENT HEAD - ADULT PROBATION Date
- 3. *[Signature]* PERSONNEL PROCEDURES COMPLETED YES NO
HUMAN RESOURCES DIRECTOR Date
- 4. *[Signature]* 10/18/13 BUDGET PROCEDURES COMPLETED YES NO
DEPARTMENT OF BUDGET & MANAGEMENT Date
- 5. _____
COMMISSIONERS' COURT APPROVAL Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 139TH DC (003-001) DATE: 10/15/2013
 CURRENT POSITION TITLE: COURT COORDINATOR CURRENT SLOT #: 0002
 REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other REMOVAL OF SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$	6,395.00	\$	0.00	\$	(6,395.00)
	Current Allowance Amount		Proposed Allowance Amount		Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other NO FUNDING IS REQUIRED.

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: N/A

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

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

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

MONIES NOT ALLOCATED FOR THE DISTRICT COURTS IN FY 2014 DWI GRANT.

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)

Changes effective 08/31/13 (End of FY 2013) *etc*

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

[Handwritten signature]



2. *[Signature]*
DEPARTMENT HEAD - ADULT PROBATION

10-17-13
Date

PERSONNEL PROCEDURES COMPLETED YES NO

3. *[Signature]*
HUMAN RESOURCES DIRECTOR

Date

PERSONNEL PROCEDURES COMPLETED YES NO

4. *[Signature]*
DEPARTMENT OF BUDGET & MANAGEMENT

10/18/13
Date

BUDGET PROCEDURES COMPLETED YES NO

5. _____
COMMISSIONERS' COURT APPROVAL

Date