



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 206th District Court (004-001) DATE:

CURRENT POSITION TITLE: Asst. Court Coordinator

CURRENT SLOT #: 003

REQUESTED POSITION TITLE:  
(For new positions or reclassifications) N/A

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other Increase Interpreted Allowance

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 1,500.00 (Current Budgeted Salary) \$ 4,500.00 (Proposed Budgeted Salary) \$ 3,000.00 (Net Change)

Position to be funded from one of the following:

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

Other within object code 116 - funds appropriated during budget process

**POSITION Type:**

Full Time Employee Object 113  Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time 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

N/A

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

See attached exhibit A

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

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

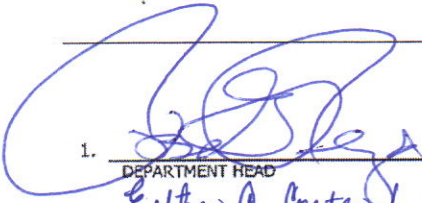


**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

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

See attached Exhibit B

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		<u>10-31-13</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>11-01-13</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>11/08/2013</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			