



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CRIM AUX. COURT (JAG GRANT 115-047)

DATE: 11/06/2013

CURRENT POSITION TITLE: BAILIFF

CURRENT SLOT. #: G002

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

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other DELETE POSITION

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

POSITION SALARY REQUEST: Salary: 39,786.00
 Longevity Pay: 1,200.00
 Interpreter Pay: 6,000.00

Salary Amount: \$ 39,786.00 -0- \$ 46,986.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other NO BUDGETARY IMPACT.

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.)
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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)

THE 2013 JAG GRANT FY16 TOTAL WAS DECREASED AND NEW FUNDING LEVELS CANNOT SUSTAIN TWO POSITIONS. THEREFORE, AS A MEASURE OF CORRECTIVE ACTION, THE BAILIFF POSITION SHOULD BE REMOVED FROM THE GRANT ACCOUNT. A CHANGE TO THE GAN WAS SUBMITTED AND APPROVED BY THE GRANTOR ON TUESDAY, SEPTEMBER 24, 2013 VIA EMAIL.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Rodolfo Delgado</u> DEPARTMENT HEAD	<u>Nov 7, 2013</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Patricia A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>11-07-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/08/2013</u> DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY Personnel Adjustment Request Form



CRIM.

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DEPARTMENT NAME/NUMBER: Aux. Court 415047 (045-001)

DATE: Nov. 5, 2013

CURRENT POSITION TITLE: Bailiff JFR

CURRENT SLOT. #: 0002
#003

REQUESTED POSITION TITLE: Bailiff
(For new positions or reclassifications)

#0005 oe

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other _____

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

POSITION SALARY REQUEST:

Salary: 36,050.00
Longevity Pay: 1,200.00
Re Interpreter Pay: 6,000.00
43,250.00

Salary Amount: \$ -0- Current Budgeted Salary \$ 43,250.00 Proposed Budgeted Salary \$ 43,250.00 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.)
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- CIVIL SERVICE: Exempt Non-Exempt N/A
- FLSA: Exempt Non-Exempt

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

JAG money is exhausted for this position --- 1282-412-00-115-047-5

New Position requested from General Fund

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)

N/A

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		Nov. 5, 2013	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		10-06-13	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		11/08/2013	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			