



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER:  
Hidalgo County District Attorney's Office - 080

DATE:  
12/03/2013

CURRENT POSITION TITLE: Clerk I *OE*

NEW SLOT. #:  
T013, T014 & T015

REQUESTED POSITION TITLE: Clerk I

### REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification\*
- Other \_\_\_\_\_

### POSITION SALARY REQUEST:

<u>3</u>	_____	_____	\$	_____
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

T013-\$7,056.00 Annual  
 T014-\$7,047.00 Annual  
 T015-\$6,682.83 Annual

Position to be funded from one of the following:

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

Other 4-1281-412-00-080-010-4-XXX (DA State Supplement)

*\*AS PER CC  
12/20/13  
(see Minutes)  
OE 1/22/14*

### POSITION TYPE:

- Full Time Employee Object 113
- Part Time Employee Object 114
- Full Time Temporary Object 121
- Part Time Temporary Object 122

*\$9.19 HRLY OE*

T013 - \$9.00 hrly  
 T014 - \$9.00 hrly T015 - \$8.47 hrly

Enter hourly rate for temp. positions  
 T013-\$9.00 \* 784 hrs = \$7,056.00 *\$9.19 \* 767.79 = \$7,056.00*  
 T014-\$9.00 \* 783 hrs = \$7,047.00 T015-\$8.47 \* 789 = \$6,682.83  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary  
*9.19 \* 766.81 = \$7,047*      *9.19 \* 727.18 = \$6,682.83*

### TEMPORARY POSITIONS:

<u>01/01/2014</u>	<u>06/30/2014</u>	<u>Mon-Fri</u>	<u>T013-784 hrs yrly</u>	<u>T014-783 hrs yrly</u>	<u>T015-789 hrs yrly</u>
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)

Will use individual to assist in the shredding, making copies, answering phones, running paperwork from building to building, etc...



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

See Attachment


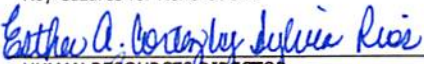
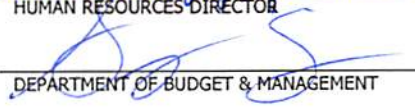
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

Funding for positions will be provided by the State.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		12/03/2013		
	Roy Cazares for Rene Guerra	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12-16-13	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/17/2013	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



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12/03/2013

CURRENT POSITION TITLE: Clerk I *OE*

NEW SLOT. #:  
T013, T014 & T015

REQUESTED POSITION TITLE: Clerk I

*Stephane*  
*Chloe*  
*Chris*

### REQUEST FOR:

- New Position  
  Temporary Position  
  Position Reclassification\*  
  Other \_\_\_\_\_

### POSITION SALARY REQUEST:

<u>3</u>	_____	_____	\$	<b>T013-\$7,056.00 Annual</b> <b>T014-\$7,047.00 Annual</b> <b>T015-\$6,682.83 Annual</b>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

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- Current Department Budget  
  Annual Budget Cycle  
  Will Require Additional Funds

Other 4-1281-412-00-080-010-4-XXX (DA State Supplement)

### POSITION TYPE:

- Full Time Employee    Part Time Employee   
 Object 113   Object 114
- Full Time Temporary    Part Time Temporary   
 Object 121   Object 122

~~T013 - \$9.00 hrly~~ *\$9.19 HRly*  
~~T014 - \$8.00 hrly~~ *\$9.19 HRly*   ~~T015 - \$8.47 hrly~~ *\$9.19 HRly*  
 Enter hourly rate for temp. positions  
~~T013 - \$9.00 \* 789 hrs = \$7,056.00~~ *\$9.19 \* 767.79 = \$7,056.00*  
~~T014 - \$9.00 \* 782 hrs = \$7,047.00~~   ~~T015 - \$8.47 \* 789 = \$6,682.83~~  
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~~T013 - 784 hrs yrly - 767.79~~  
~~T014 - 783 hrs yrly~~  
~~T015 - 789 hrs yrly~~

### TEMPORARY POSITIONS:

<u>01/01/2014</u>	<u>06/30/2014</u>	<u>Mon-Fri</u>	_____	_____
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

*As per CC 12/20/13 see minutes*

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

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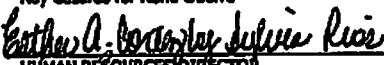
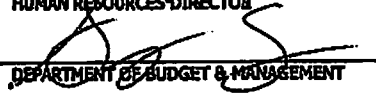
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- |    |  |                    |                                   |   |
|----|--|--------------------|-----------------------------------|---|
| 1. | <br>Roy Cazares for Rene Guerra                     | 12/03/2013<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <br>Barbara A. Gonzalez<br>HUMAN RESOURCES DIRECTOR | 12-16-13<br>DATE   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT               | 12/17/2013<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE               |                                   |   |