



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County District Clerk Office

DATE: January 31, 2014

CURRENT POSITION TITLE: Accountant III

CURRENT SLOT. #: 07

REQUESTED POSITION TITLE:



**REQUEST FOR:**

- New Position    
 Temporary Position    
 Position Reclassification\*    
 Other Delete

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

**POSITION SALARY REQUEST:**

Salary Amount:     \$ 47,703.00     Current Budgeted Salary     \$ - 0 -     Proposed Budgeted Salary     \$ (47,703.00)     Net Change     PC

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          \_\_\_\_\_  
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.)
CIVIL SERVICE:				
Exempt	<input checked="" type="checkbox"/>	FLSA:	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt		<input type="checkbox"/>
N/A	<input type="checkbox"/>			

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

After careful review and assessment of office divisions and in light of the new e-filing mandate, the district clerk office proposes to incorporate minor changes to our structure. The Accounting Division no longer requires an Accountant III. The office, however, will be submitting a request for a Judicial Annex supervisor or "Deputy District Clerk Supervisor," in lieu of the accounting position (refer to Deputy District Clerk Supervisor proposal, Slot 78).

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

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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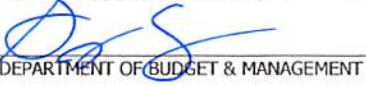
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 Ricardo Contreras, Jr. DEPARTMENT HEAD	Jan. 30, 2014 DATE	<b>FUNDING AVAILABLE IN DEPT. BUDGET</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 Estela G. Contreras HUMAN RESOURCES DIRECTOR	2/5/14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	02/06/2014 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



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

See attached "Deputy District Clerk Supervisor" job description



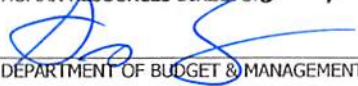
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**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 Ricardo Contreras, Jr. DEPARTMENT HEAD	Jan. 30, 2014 DATE	<b>FUNDING AVAILABLE IN DEPT. BUDGET</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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