






**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

		06/30/2014		
1.	Roy Cazares for Rene Guerra	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7-3-14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/7/14 DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



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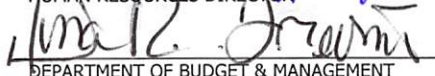
See Attachment

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- |    |   |            |                                   |   |                             |
|----|---|------------|-----------------------------------|---|-----------------------------|
| 1. |  | 06/30/2014 |                                   |   |                             |
|    | Roy Cazares for Rene Guerra   | DATE       | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. |  | 2.3.14     |                                   |   |                             |
|    | HUMAN RESOURCES DIRECTOR  | DATE       | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  | 7/7/14     |                                   |   |                             |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE       | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE       |                                   |   |                             |



# HIDALGO COUNTY Personnel Adjustment Request Form



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

DATE:  
06/30/2014

CURRENT POSITION TITLE: Clerk I

NEW SLOT. #:  
T013, T014 & T015

REQUESTED POSITION TITLE: Clerk I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Extend for 6 months

**POSITION SALARY REQUEST:**

<u>3</u>	<u>φ</u>	<u>ee</u> T013 - \$7,056.00 T014 - \$7,047.00 T015 - \$6,683.00 } Annual	\$	T013-\$7,056.00 Annual T014-\$7,047.00 Annual T015-\$6,683.00 Annual
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

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

**POSITION TYPE:**

Full Time Employee  Object 113    Part Time Employee  Object 114

Full Time Temporary  Object 121    Part Time Temporary  Object 122

**T013 - \$9.19 hrly**

**T014 - \$9.19 hrly    T015 - \$9.19 hrly**

Enter hourly rate for temp. positions

T013-\$9.19 \* 767.79 hrs = \$7,056.00    20 ee

T014-\$9.19 \* 766.81 hrs = \$7,047.00    T015-\$9.19 \* 727.18 hrs = \$6,683.00

Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>07/01/2014</u>	<u>12 30</u> <u>08/31/2014</u>	<u>Mon-Fri</u>	<u>T013-767.79 hrs yr</u> <u>T014-766.81 hrs yr</u> <u>T015-727.18 hrs yr</u>	<u>20</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...

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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

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		06/30/2014		
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