



HIDALGO COUNTY Personnel Adjustment Request Form



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

DATE:
11/14/2014

CURRENT POSITION TITLE: Clerk I

NEW SLOT. #:
T014

REQUESTED POSITION TITLE:

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other Increase hourly pay

POSITION SALARY REQUEST:

<u>1</u>	<u>\$9.19 hrly</u>	<u>\$15.00</u>	\$ <u>T014 - \$7,047.00 Annual</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	(no changes) NET CHANGE

Position to be funded from one of the following:

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

Other 4-1281-412-00-080-010-5-XXX

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

T014 - \$15.00 hrly
Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122

T014-\$15.00 * 469.80 = \$7,047.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<u>11/17/2014</u>	<u>12/31/2014</u>	<u>Mon-Fri</u>	<u>T014</u>	
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Individual will assist in the Civil Litigation Section with the preparation of paperwork until December 31, 2014.

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

See Attachment


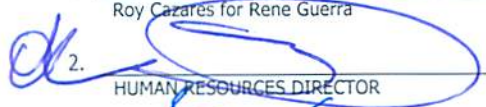

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

Funding for positions is provided by the State.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

		11/14/2014	
1.	Roy Cazares for Rene Guerra	DATE	FUNDING AVAILABLE IN DEPT. BUDGET <input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11/18/14 DATE	PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11.17.2014 DATE	BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE	