



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
Hidalgo County District Attorney's Office - 080-010 *pc*

DATE:
12/16/2014

CURRENT POSITION TITLE:

NEW SLOT. #:
T016, T017 & T018

REQUESTED POSITION TITLE: Clerk I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>3</u>	<u>0-</u>	<u>T016 - \$7,056.00 T017 - \$7,047.00 T018 - \$6,683.00</u>	\$	<u>T016 - \$7,056.00 Annual T017 - \$7,047.00 Annual T018 - \$6,683.00 Annual</u>
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 5-1281-412-00-080-010-5-XXX

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

Full Time Temporary Object 121 Part Time Temporary Object 122

pc T016 - \$9.19 hrly
pc T017 - \$9.19 hrly
pc T018 - \$9.19 hrly

Enter hourly rate for temp. positions
~~T016 - \$9.19 * 767.79 hrs = \$7,056.00~~
~~T017 - \$9.19 * 766.81 hrs = \$7,047.00~~
~~T018 - \$9.19 * 727.20 hrs = \$6,682.83~~

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

HRS
 ↓
 T016 - 10.10 x 698.61 = 7,056.00
 T017 - 10.10 x 697.72 = 7,047.00
 T018 - 10.10 x 661.68 = 6,683.00

TEMPORARY POSITIONS:

<u>01/01/2015</u>	<u>06/30/2015</u>	<u>Mon-Fri</u>	<u>698.61</u>	<u>698.61</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: *pc* FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

Minimum wage increase was approved upon adoption of the 2015 Budget. pc

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

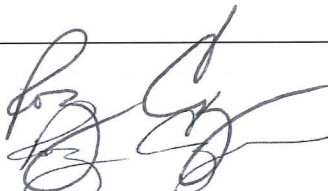
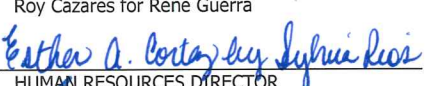

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

- | | | | | |
|----|--|--------------------|-----------------------------------|---|
| |  | 12/04/2014 | | |
| 1. | Roy Cazares for Rene Guerra | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HEATHER A. CORTAZ, HUMAN RESOURCES DIRECTOR | 12/11/14
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 12/12/2014
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |