



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

THE OFFICE OF THE PUBLIC DEFENDER HAS GROWN FROM 8 TO 18 EMPLOYEES IN THE PAST YEARS, TO INCLUDE THE FOLLOWING:

JUVENILE SECTION (4 FTE), THREE (3) ADDITIONAL ATTORNEY POSITIONS, A CLERK; ALONG WITH THE JUDICIAL SYSTEM ADDING (2)

COUNTY COURT AT LAWS (7&8) TO HIDALGO COUNTY ALONG WITH THE ADDITION OF THE FELONY CASELOAD

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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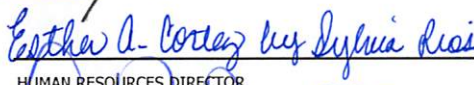
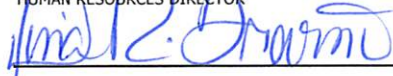
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12/15/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12-15-14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/12/14 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



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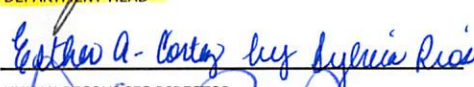

THE OFFICE OF THE PUBLIC DEFENDER HAS GROWN FROM 8 TO 18 EMPLOYEES IN THE PAST YEARS, TO INCLUDE THE FOLLOWING:

JUVENILE SECTION (4 FTE), THREE (3) ADDITIONAL ATTORNEY POSITIONS, A CLERK; ALONG WITH THE JUDICIAL SYSTEM ADDING (2)

COUNTY COURT AT LAWS (7&8) TO HIDALGO COUNTY ALONG WITH THE ADDITION OF THE FELONY CASELOAD

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		<u>12/5/14</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>12-15-14</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>12/12/14</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER (085-003)

DATE: 12/12/2014

CURRENT POSITION TITLE: CHIEF PUBLIC DEFENDER

CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: CHIEF PUBLIC DEFENDER

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJ. (INCREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 89,981.00      \$ 100,000.00      \$ 10,019.00  
Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other    Funds to be utilized from the Co. Wide Adm-Contingency

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate \*2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**    N/A

\_\_\_\_\_  
Start Date                      End Date                      Working Days & Hours                      Hours Per Week                      Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:                      FLSA:  
Exempt                                            Exempt                        
Non-Exempt                                            Non-Exempt                        
N/A                     

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

BEFORE 2011, HIDALGO COUNTY PUBLIC DEFENDER'S OFFICE HANDLED ONLY MISDEMEANOR GRADE CASELOAD. AFTER 2011,  
THE CHIEF PUBLIC DEFENDER HAS SEEN HIS DUTIES INCREASE WITH THE ADDITION OF FELONY GRADE CASES ASSIGNED TO THE OFFICE.  
THE CHIEF PUBLIC DEFENDER IS RESPONSIBLE FOR HANDLING EVERY FELONY GRADE LEVEL CASE THAT IS APPOINTED TO THE OFFICE.  
ADDITIONALLY, THE CHIEF PUBLIC DEFENDER IS THE ATTORNEY OF RECORD FOR (7) SPECIALTY COURTS; DWI COURT (139TH DC);

VETERAN'S COURT (430TH DC); RE-ENTRY COURT (206TH DC); DRUG COURT (139TH DC); H.O.P.E. COURT (CCL#7);

PROTECTIVE ORDERS (430TH DC); CHILD WELFARE CASES.

**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)



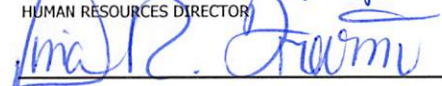
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THE OFFICE OF THE PUBLIC DEFENDER HAS GROWN FROM 8 TO 18 EMPLOYEES IN THE PAST YEARS, TO INCLUDE THE FOLLOWING:

JUVENILE SECTION (4 FTE), (3) ADDITIONAL ATTORNEY POSITIONS; A CLERK; ALONG WITH THE JUDICIAL SYSTEM ADDING (2) COUNTY COURT AT LAWS (7 & 8) TO HIDALGO COUNTY; ALONG WITH THE ADDITION OF THE FELONY CASELOAD ALONG WITH SEVEN (7) SPECIALTY

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 DEPARTMENT HEAD	12/15/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12.15.14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/12/14 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



DEPARTMENT TIME SHEET AND TIME CLOCK FUNCTIONS.

**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)


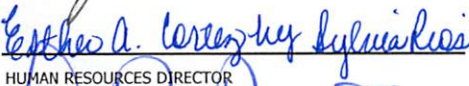

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COURT AT LAWS (7 & 8) TO HIDALGO COUNTY; ALONG WITH THE ADDITION OF THE FELONY CASELOAD ALONG WITH SEVEN (7) SPECIALTY

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 DEPARTMENT HEAD	12/15/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12-15-14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/12/14 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
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**HUMAN RESOURCES:** Classification and Salary Recommendation

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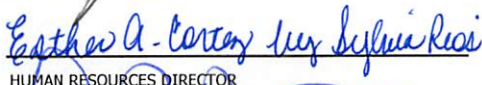
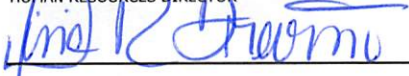
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12/15/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12.15.14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/12/14 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



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COUNTY COURT AT LAWS (7&8) TO HIDALGO COUNTY ALONG WITH THE ADDITION OF THE FELONY CASELOAD

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		12/15/14	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.	<i>Esther A. Cortez by Sylvia Rice</i>	12.15.14	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.	<i>Ma P. Stromo</i>	12/12/14	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.			COMMISSIONERS' COURT APPROVAL		
		Date			



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**HUMAN RESOURCES:** Classification and Salary Recommendation

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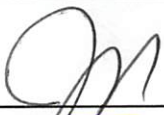
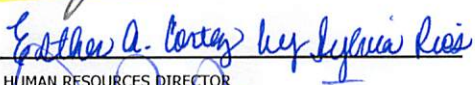

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12/15/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12-15-14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/12/14 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER (085-003)

DATE: 12/12/2014

CURRENT POSITION TITLE: PUBLIC DEFENDER II

CURRENT SLOT #: 0012

REQUESTED POSITION TITLE: PUBLIC DEFENDER II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJ. (INCREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 52,002.00    \$ 56,238.00    \$ 4,236.00  
Current G&S/ Budgeted Salary    Proposed G&S/ Budgeted Salary    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other    Funds to be utilized from the Co. Wide Adm-Contingency

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**    N/A

\_\_\_\_\_  
Start Date                      End Date                      Working Days & Hours                      Hours Per Week                      Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:                      FLSA:  
Exempt                                            Exempt                        
Non-Exempt                                            Non-Exempt                        
N/A                     

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

THE HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE HAS RAISED THE SALARY FOR AN ENTRY LEVEL ASST. CRIMINAL DISTRICT  
ATTORNEY II TO \$59,000.00. CURRENTLY, THE STARTING SALARY FOR AN ASST. PUBLIC DEFENDER IS \$50,487.00. IN ORDER TO  
HIRE/RETAIN QUALITY ATTORNEYS AND REMAIN COMPETITIVE WITH REGARD TO ATTORNEY SALARIES, THE PUBLIC DEFENERS OFFICE  
IS HEREBY REQUESTING ADDITIONAL FUNDS TO MAINTAIN QUALITY REPRESENTATION FOR OUR INDIGENT CLIENTS

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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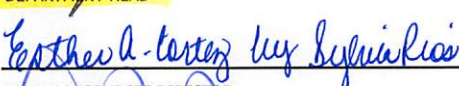

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12/15/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12.15.14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/12/14 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.

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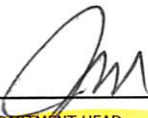
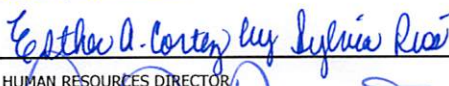
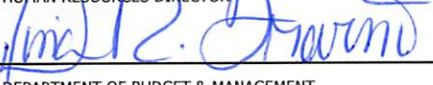
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12/15/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12-15-14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/12/14 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** PUBLIC DEFENDER-JUVENILE SECTION (085-004) **DATE:** 12/12/2014  
 PUBLIC DEFENDER (085-003)

**CURRENT POSITION TITLE:** PUBLIC DEFENDER III **CURRENT SLOT #:** G001 (085-004)  
 0019 (085-003)

**REQUESTED POSITION TITLE:** PUBLIC DEFENDER III

**REQUEST FOR:**

New Position  Temporary Position  Position Reclassification\*  Other SALARY ADJ.(INCREASE)/CREATE COST ALLOCATION

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

**POSITION SALARY REQUEST:**

Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
085-004	1	\$ 60,655.00	\$ 60,655.00	\$ 0.00
085-003	1	\$ -	\$ 1,445.00	\$ (1,445.00)

**Position to be funded from one of the following:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Other Funds to be utilized from the Co. Wide Adm-Contingency

**POSITION Type:**

Full Time Employee Object 113  Part Time Employee Object 114  \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee 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  Non-Exempt   
**FLSA:** Exempt  Non-Exempt

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

THE HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE HAS RAISED THE SALARY FOR AN ENTRY LEVEL ASST. CRIMINAL DISTRICT ATTORNEY II TO \$59,000.00. CURRENTLY, THE STARTING SALARY FOR AN ASST. PUBLIC DEFENDER IS \$50,487.00. IN ORDER TO HIRE/RETAIN QUALITY ATTORNEYS AND REMAIN COMPETITIVE WITH REGARD TO ATTORNEY SALARIES, THE PUBLIC DEFENERS OFFICE IS HEREBY REQUESTING ADDITIONAL FUNDS TO MAINTAIN QUALITY REPRESENTATION FOR OUR INDIGENT CLIENTS

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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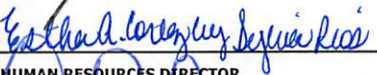

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12/15/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12.15.14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/12/14 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



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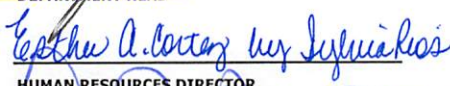
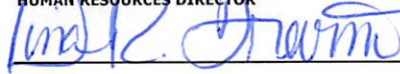
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		<u>12/15/14</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.		<u>12-15-14</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		<u>12/12/14</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.	_____	_____	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date					