



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County District Clerk Office

DATE: December 9, 2014

CURRENT POSITION TITLE: Deputy District Clerk II

CURRENT SLOT: 0011

REQUESTED POSITION TITLE: N/A

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: \$ 33,975.00 \$ 0 \$ (33,975.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

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 type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" 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. Hence, our office proposes to DELETE the Deputy District Clerk II position and in light of the recent developments. The proposed changes will have no physical impact to the general fund or the office budget.

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)

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. | 
Laura Hinojosa
DEPARTMENT HEAD | December 9, 2014
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
Esthela C. Carvajal
HUMAN RESOURCES DIRECTOR | 12/11/14
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
Maria R. Brown
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: Hidalgo County District Clerk Office

DATE: December 9, 2014

CURRENT POSITION TITLE: Chief of Appeals

CURRENT SLOT: #003 *oe*

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 56,238.00 \$ 60,238.00 \$ 4,000.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

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

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

The Chief of Appeals as been instrumental in the oversight and implementation of the eFiling mandate and standards in the appellate division. This has required training and development of old and new staff on new practices and procedures. The Chief of Appeals has simultaneously continued to manage the day-to-day traditional operations while overseeing the transition of civil eFiling and preparing for criminal eFiling in 2015.

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

See attached job description




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

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.	 Laura Hinojosa DEPARTMENT HEAD	12/9/14 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 Esther A. Cortez HUMAN RESOURCES DIRECTOR	12/11/14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 [unclear] 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: Hidalgo County District Clerk Office

DATE: December 9, 2014

CURRENT POSITION TITLE: Assistant Chief Deputy

CURRENT SLOT. 0004

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 56,238.00 \$ 64,238.00 \$ 8,000.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

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:	FLSA:
Exempt <input checked="" type="checkbox"/>	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)

In addition to performing highly advanced senior-level managerial work involving the department's overall performance and coordinating high level day-to-day administrative operations, the Assistant Chief Deputy coordinates and implements CJIS reporting efforts, NICS incompetency case verification and reporting, OCA reporting, and Odyssey implementation and configuration on both civil and criminal. The Assistant Chief Deputy also serves as a liaison to the county's TexFile project involving civil case e-filing and is assisting in the overall management of Multi-District Litigation/Hailstorm Cases.

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

See attached job description

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

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

The Assistant Chief Deputy additionally coordinates and implements CJIS reporting efforts, NICS incompetency case verification and reporting, OCA reporting, and Odyssey implementation and configuration on both civil and criminal. The Assistant Chief Deputy also serves as a liaison to the county's TexFile project involving civil case e-filing and is assisting in the overall management of Multi-District Litigation/Hailstorm Cases.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|---|--------------------------|-----------------------------------|---|--|
| 1. | <i>Laura Hinojosa</i>
Laura Hinojosa
DEPARTMENT HEAD | December 9, 2014
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | <i>Essen A. Carty</i>
HUMAN RESOURCES DIRECTOR | 12/11/14
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <i>Anna R. Trevino</i>
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: Hidalgo County District Clerk Office

DATE: December 9, 2014

CURRENT POSITION TITLE: Executive Assistant II

CURRENT SLOT. #005 *slu*

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 51,739.00 \$ 56,739.00 \$ 5,000.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

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)

In addition to performing highly advanced senior-level professional work involving budgetary and procurement duties and coordinating high level administrative operations, the Executive Assistant II serves as the IT support liaison and oversees the operations, training and management of the Jury Division including the transition and implementation of the new software, tools and equipment and oversight of office staff.

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

See attached job description

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

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.	<i>Laura Hinojosa</i> Laura Hinojosa DEPARTMENT HEAD	December 9, 2014 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<i>Escku A. Castigly</i> Escku A. Castigly HUMAN RESOURCES DIRECTOR	12/11/14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<i>Eric R. Brown</i> Eric R. Brown 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: Hidalgo County District Clerk Office

DATE: December 9, 2014

CURRENT POSITION TITLE: Executive Assistant IV

CURRENT SLOT: ~~0026~~ 94

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 65,507.00 \$ 71,507.00 \$ 6,000.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

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)

The Executive Assistant IV has contributed to the overall implementation and coordination of the civil case eFiling mandate in the County of Hidalgo. In addition to the daily administrative support and human resources management, the Executive Assistance IV oversees all internal and external communications, special project management and special strategic initiatives important to the growth and development of the district clerk office. The Executive Assistant works closely with the elected-official to successfully complete all critical aspects of deliverables related to the office.

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

See attached "Executive Assistance IV" job description

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

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

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|----|---|------------------|-----------------------------------|---|-----------------------------|
| 1. | <i>Laura Hinojosa</i>
Laura Hinojosa | December 9, 2014 | | | |
| | DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <i>Esther A. Castañeda</i>
Esther A. Castañeda | 12/11/14 | | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | | |
| 3. | <i>Jim C. Brown</i>
Jim C. Brown | 12/12/14 | | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County District Clerk Office

DATE: December 9, 2014

CURRENT POSITION TITLE: Accountant IV

CURRENT SLOT: ~~00~~ 67 *04*

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 52,002.00 \$ 56,002.00 \$ 4,000.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

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)

The Accountant IV manages the accounting division at the district clerk office. In addition to overseeing the accounting day-to-day activities the Accountant IV has contributed to the successful implementation of the new civil case eFiling mandate ensuring standard accounting principals and practices are incorporated accordingly. The Accountant IV has further been instrumental in the criminal transition to Odyssey (the county's judicial System) reviewing and assessing current and proposed financial transactions for a seamless data conversion.

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)

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.	<i>Laura Hinojosa</i> Laura Hinojosa DEPARTMENT HEAD	December 9, 2014 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<i>Esther A. Cortez / ng</i> Esther A. Cortez / ng HUMAN RESOURCES DIRECTOR	12/11/14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<i>Jim R. Stumm</i> Jim R. Stumm 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: Hidalgo County District Clerk Office

DATE: December 9, 2014

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CURRENT POSITION TITLE: Deputy District Clerk Supervisor

CURRENT SLOT: 0078

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 39,108.00 \$ 46,083.00 \$ 6,975.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

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 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
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)

The Deputy District Clerk Supervisor has worked diligently with the Office of the Attorney General's Office to improve and streamline processes and communications regarding Attorney General cases. The Deputy District Clerk Supervisor has also been instrumental in the training of staff and implementation of civil case eFiling, while supervising the day-to-day business activity in the Judicial Annex, which includes oversight of the Child Welfare Court, County Courts at Law #7 and #8, Master Courts # 1 and #2, and the AG court cases.

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

See attached "Deputy District Clerk Supervisor" job description

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

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.	<i>Laura Hinojosa</i> Laura Hinojosa DEPARTMENT HEAD	December 9, 2014 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<i>Estela A. Cortez</i> Estela A. Cortez HUMAN RESOURCES DIRECTOR	12/11/14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<i>Maria L. Trevino</i> Maria L. Trevino 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			