



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
MAR 13 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: 92nd District Court

DATE: 3/12/2015

CURRENT POSITION TITLE: Court Coordinator

CURRENT SLOT #: 0002

REQUESTED POSITION TITLE: Court Coordinator

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Reduction

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 76,249.00 \$ 66,000.00 \$ (10,249.00)
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 _____

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)

Government code chapter 74 Court Administration Act, Section 74.104 Compensation (a) The Judges shall determine reasonable compensation for the Court Coordinators, subject to approval of the Commissioners Court. NOTE: The reduction in salary for this employee will be transferred to fund increases for other staff. No additional funding is being requested.

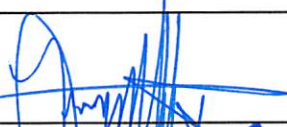
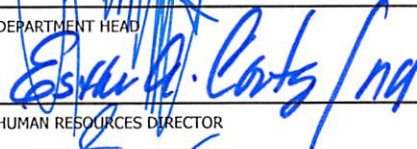

NEW POSITION: Brief job description and attach a copy of the new job description.

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

1.		3/12/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD			
2.		3/13/15 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR			
3.		03/16/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT			
4.				
	COMMISSIONERS' COURT APPROVAL	Date		



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
MAR 13 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: 92nd District Court

DATE: 3/12/2015

CURRENT POSITION TITLE: Bailiff

CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: Bailiff

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Reduction

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 52,207.00 \$ 49,381.00 \$ (2,826.00)
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

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)

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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

1. 
DEPARTMENT HEAD

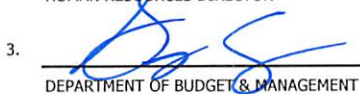
3/12/15 FUNDING AVAILABLE IN DEPT. BUDGET
Date

YES NO

2. 
HUMAN RESOURCES DIRECTOR

3/13/15 PERSONNEL PROCEDURES COMPLETED
Date

YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

03/16/2015 BUDGET PROCEDURES COMPLETED
Date

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

_____ Date _____

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

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HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 

DEPARTMENT HEAD

3/12/15

Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

2. 

HUMAN RESOURCES DIRECTOR

3/12/15

Date

PERSONNEL PROCEDURES COMPLETED

YES

NO

3. 

DEPARTMENT OF BUDGET & MANAGEMENT

03/16/2015

Date

BUDGET PROCEDURES COMPLETED

YES

NO

4. _____

COMMISSIONERS' COURT APPROVAL

Date