



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 389TH DC (008-001)

DATE: 4/7/2015

CURRENT POSITION TITLE: ASSISTANT COORDINATOR

CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: ASSISTANT COORDINATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DECREASE ALLOWANCE PAY

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

POSITION SALARY REQUEST:

INTERPRETER ALLOWANCE
AMOUNT:

\$ 4,000.00 \$ 3,000.00 \$ (1,000.00)
Current G&S/ Budgeted Allowance Proposed G&S/ Budgeted Allow. Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other COST SAVINGS- SURPLUS FUNDS WILL BE UTILIZED FOR THE REQUESTED INTERPRETER ALLOWANCE INCREASE FOR SLOT NO. 0003

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

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

Funds will be utilized for the requested Interpreter allowance increase for slot No. 0003 - Bailiff.




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	<u>4/7/15</u> _____ Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	<u>4/9/2015</u> _____ Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	<u>4-13-2015</u> _____ 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: 389TH DC (008-001)

DATE: 4/7/2015

CURRENT POSITION TITLE: BAILIFF

CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: BAILIFF

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other INCREASE ALLOWANCE PAY

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

POSITION SALARY REQUEST:

INTERPRETER ALLOWANCE
AMOUNT:

\$ 1,000.00 \$ 3,000.00 \$ 2,000.00
Current G&S/ Budgeted Allowance Proposed G&S/ Budgeted Allow. Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other Co. Wide Adm. - Contingency Account

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

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

Qualifications, years of law enforcement experience and she will assist the court in interpreting to Spanish-speaking defendants.

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.		4/7/15	Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD					
2.		4/9/2015	Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR					
3.		4.13.2015	Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT					
4.			Date			
	COMMISSIONERS' COURT APPROVAL					