

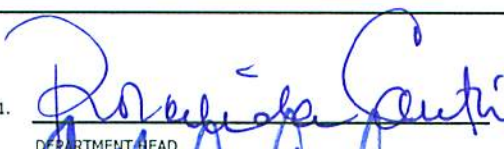
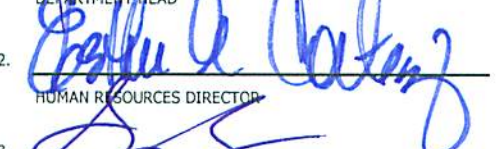

NEW POSITION: Brief job description and attach a copy of the new job description.

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

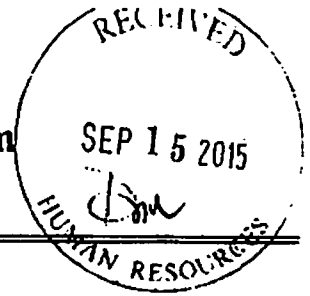
1.	 DEPARTMENT HEAD	09/1/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO *
2.	 HUMAN RESOURCES DIRECTOR	9/22/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	9/25/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			

* See 1st page
for funding
source.



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER (085-003) DATE: 9/11/2015

CURRENT POSITION TITLE: CHIEF PUBLIC DEFENDER CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: CHIEF PUBLIC DEFENDER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DECREASE IN SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$ 9,844.00 \$ 9,820.00 \$ (24.00)
 Current Allowance Amount Proposed Allowance Amount Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other ADULT PROBATION - RECLASS OF EXPENDITURES TO RE-ENTRY COURT GRANT (5-1289-423-00-320-044-6-XXX).

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: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

THE RE-ENTRY GRANT ALLOCATES FUNDING FOR PERSONNEL COSTS ASSOCIATED WITH ONE DEFENSE ATTORNEY POSITION OR REPRESENTATIVE FROM THE PUBLIC DEFENDER'S OFFICE WHO PROVIDES LEGAL SERVICES TO OFFENDERS WHO HAVE PARTICIPATED IN THE SAFETY NOW PROGRAM AND HAVE BEEN RELEASED AND ARE PLACED ON PROBATION; UNDER THIS PROGRAM THE OFFENDERS ARE LEGALLY OBLIGATED TO REPORT TO A DISTRICT JUDGE & PROSECUTOR EVERY TWO WEEKS TO BE MONITORED FOR SUCCESSFUL TRANSITIONS INTO COMMUNITY LIFE.




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	9/24/15 _____ Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	9/24/2015 _____ Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	9/25/2015 _____ Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date		

APPROVED BY
OFFICE OF EXECUTIVE OFFICER


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

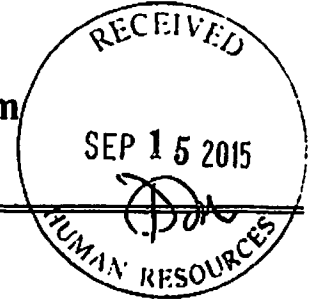
- 1. *Remigundo Contreras* *09/16/15* FUNDING AVAILABLE IN DEPT. BUDGET YES NO *
- DEPARTMENT HEAD Date
- 2. *John A. Colson* *9/22/2015* PERSONNEL PROCEDURES COMPLETED YES NO
- HUMAN RESOURCES DIRECTOR Date
- 3. *[Signature]* *9/25/2015* BUDGET PROCEDURES COMPLETED YES NO
- DEPARTMENT OF BUDGET & MANAGEMENT Date
- 4. _____ COMMISSIONERS' COURT APPROVAL _____ Date

* See 1st page for funding source.



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER (085-003) DATE: 9/11/2015

CURRENT POSITION TITLE: 1st ASSISTANT PUBLIC DEFENDER CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: 1st ASSISTANT PUBLIC DEFENDER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other AUTHORIZE SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$ 0.00 Current Allowance Amount \$ 9,850.00 Proposed Allowance Amount \$ 9,850.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other ADULT PROBATION - RECLASS OF EXPENDITURES TO MISD DWI COURT GRANT (5-1289-423-00-320-046-6-XXX).

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)

THE MISD DWI COURT GRANT ALLOCATES FUNDING FOR PERSONNEL COSTS ASSOCIATED WITH ONE DEFENSE ATTORNEY POSITION OR REPRESENTATIVE FROM THE PUBLIC DEFENDER'S OFFICE WHO PROVIDES LEGAL SERVICES TO OFFENDERS WHO ARE PARTICIPATING IN THE PROGRAM. ALL PHASE ONE PARTICIPANTS MUST ATTEND EVERY MONDAY MORNING COURT IN THE COUNTY COURT AT LAW #2, AS MANDATED.




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	9/14/15 _____ Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	9/24/2015 _____ Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	9/25/2015 _____ Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date		

APPROVED BY
OFFICE OF EXECUTIVE OFFICER


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.	<u>Rosaida Corti</u> DEPARTMENT HEAD	<u>09/16/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO *
2.	<u>Esther A. Cobos</u> HUMAN RESOURCES DIRECTOR	<u>9/24/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>9/25/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			

* See 1st page for funding source.