



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: County Court at Law #8 (~~280-001~~) **028.001 PR**

DATE: 11/06/2015

CURRENT POSITION TITLE:

CURRENT SLOT. #: T006

REQUESTED POSITION TITLE: Clerk I (Temp.)
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary
 \$ \$3,232.00 Proposed Budgeted Salary
 \$ \$3,232.00 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
 \$10.10 P/hr
 Enter hourly rate for temp. positions
 Full Time Temporary Object 121 **PR**
 Part Time Temporary Object 122
 \$ \$10.10 X 320 = \$3,232.00
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

11/10/2015 Start Date	12/31/2015 End Date	Working Days & Hours	40 Hours Per Week	Through 12/31/2015 Duration (2 weeks, 3 months, etc.)
--------------------------	------------------------	----------------------	----------------------	--

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

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

This position will provide assistance with clerical and administrative support work.

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

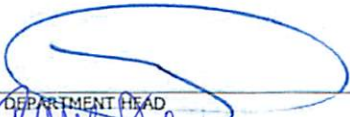


POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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.		11/6/15			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		11/6/2015			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		11/6/2015			
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			