



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: County Court at Law #8 (028-001)

DATE: 12/08/2015

CURRENT POSITION TITLE: ~~Clerk I (Temporary)~~ DT

CURRENT SLOT. #: 1006

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

T007 DT

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other Extend Temporary Position

DT Create

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 0.00 Current Budgeted Salary    \$ 9,696.00 Proposed Budgeted Salary    \$ 9,696.00 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

Full Time Temporary Object 121     Part Time Temporary Object 122     \$ 10.10 X 960 = \$9,696.00

Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

01/01/2015 Start Date	06/14/2016 End Date	Working Days & Hours	40 Hours Per Week	Not to exceed 06/14/2016 Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input checked="" type="checkbox"/>	FLSA:		
Non-Exempt	<input type="checkbox"/>	Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	

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

To provide assistance with clerical and administrative support work.

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


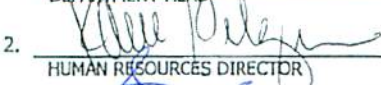

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**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.		<u>12/9/15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>12/9/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>12/29/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			