



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CCL#6 - 026-001 DATE: 12/11/2015
CURRENT POSITION TITLE: COURT COORDINATOR CURRENT SLOT #: 0003

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY ADJUSTMENT (INCREASE)

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 63,718.00 \$ 65,000.00 \$ 1,282.00
Current Budgeted Salary Proposed 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)

SALARY INCREASE


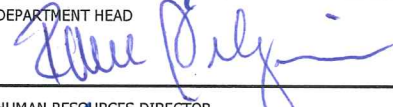
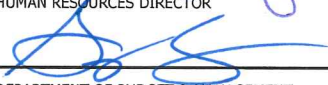
NEW POSITION: Brief job description and attach a copy of the new job description.

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>12/11/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD			
2.		<u>12/16/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR			
3.		<u>1/15/2016</u> 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



DEPARTMENT NAME/NUMBER: CCL#6 - 026-001 DATE: 12/11/2015
CURRENT POSITION TITLE: BAILIFF CURRENT SLOT #: 0004

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY ADJUSTMENT (INCREASE)

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 46,340.00 \$ 48,000.00 \$ 1,660.00
Current Budgeted Salary Proposed 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)

SALARY INCREASE




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>12/11/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD			
2.		<u>12/17/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR			
3.		<u>1/15/2016</u> 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



DEPARTMENT NAME/NUMBER: CCL#6 - 026-001 DATE: 12/11/2015

CURRENT POSITION TITLE: ASSISTANT COURT COORDINATOR CURRENT SLOT #: 0005

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY ADJUSTMENT (INCREASE)

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 46,340.00 \$ 47,340.00 \$ 1,000.00
Current Budgeted Salary Proposed 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)

SALARY INCREASE


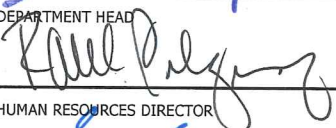

NEW POSITION: Brief job description and attach a copy of the new job description.

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

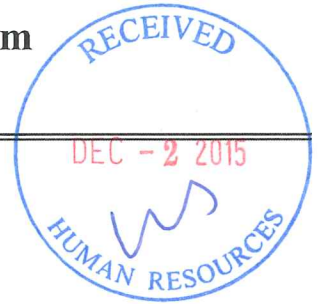
BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>12/11/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD			
2.		<u>12/17/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR			
3.		<u>1/15/2016</u> 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



DEPARTMENT NAME/NUMBER: CCL#7 - 027-001 DATE: 12/1/2015
CURRENT POSITION TITLE: COURT COORDINATOR CURRENT SLOT #: 0003
REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY ADJUSTMENT (INCREASE)

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

POSITION SALARY REQUEST:

Salary Amount: \$ 64,890.00 \$ 70,890.00 \$ 6,000.00
Current Budgeted Salary Proposed 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)

SALARY INCREASE _____




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	12-2-15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/9/15 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/15/2016 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: CCL#7 - 027-001 DATE: 12/1/2015

CURRENT POSITION TITLE: ASSISTANT COURT COORDINATOR CURRENT SLOT #: 0004

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY ADJUSTMENT (INCREASE)

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 41,200.00 \$ 46,200.00 \$ 5,000.00
 Current Budgeted Salary Proposed 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: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

SALARY INCREASE _____

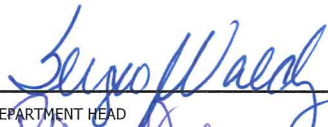
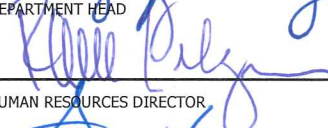

NEW POSITION: Brief job description and attach a copy of the new job description.

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.		12-2-15	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		12/9/15	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		1/15/2016	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.			COMMISSIONERS' COURT APPROVAL		
	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CCL#7 - 027-001 DATE: 12/1/2015
CURRENT POSITION TITLE: BAILIFF CURRENT SLOT #: 0005
REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY ADJUSTMENT (INCREASE) _____

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

POSITION SALARY REQUEST:

Salary Amount:
\$ 43,497.00 \$ 44,497.00 \$ 1,000.00
Current Budgeted Salary Proposed 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)

SALARY INCREASE _____


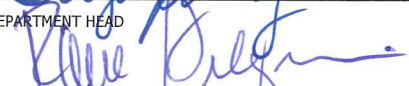

NEW POSITION: Brief job description and attach a copy of the new job description.

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>12-2-15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		<u>12/9/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		<u>1/15/2016</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: COUNTY COURT AT LAW # 8 (028-001) DATE: 12/10/2015

CURRENT POSITION TITLE: COURT COORDINATOR CURRENT SLOT #: 0003

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment / (Increase)

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 56,650.00 Current G&S/ Budgeted Salary \$ 60,792.00 Proposed G&S/ Budgeted Salary \$ 4,142.00 Net Change

Salary Amount:

\$ 0.00 Current G&S/ Budgeted Salary \$ 0.00 Proposed G&S/ Budgeted Salary \$ 0.00 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 _____
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)

ADJUSTMENT TO SALARIES FOR INCREASED JOB RESPONSIBILITIES.




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

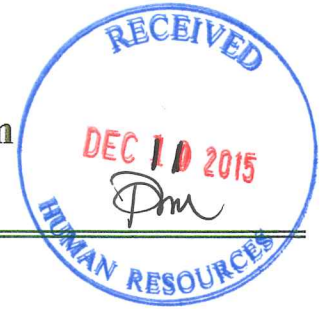
BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>12/10/15</u>			
	DEPARTMENT HEAD	Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.		<u>12/17/15</u>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date	PERSONNEL PROCEDURES COMPLETED		
3.		<u>1/15/2016</u>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date	BUDGET PROCEDURES COMPLETED		
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: COUNTY COURT AT LAW # 8 (028-001) DATE: 12/10/2015

CURRENT POSITION TITLE: BAILIFF CURRENT SLOT #: 0004

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary adjustment (Increase)

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 46,350.00 Current G&S/ Budgeted Salary \$ 49,279.00 Proposed G&S/ Budgeted Salary \$ 2,929.00 Net Change

Salary Amount:

\$ 0.00 Current G&S/ Budgeted Salary \$ 0.00 Proposed G&S/ Budgeted Salary \$ 0.00 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 _____
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)

ADJUSTMENT TO SALARIES FOR INCREASED JOB RESPONSIBILITIES.

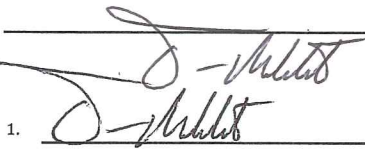


NEW POSITION: Brief job description and attach a copy of the new job description.

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.		12/10/15		
	DEPARTMENT HEAD	12/10/15	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		12/17/15		
	HUMAN RESOURCES DIRECTOR	Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.		1/15/2016		
	DEPARTMENT OF BUDGET & MANAGEMENT	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: COUNTY COURT AT LAW # 8 (028-001) DATE: 12/10/2015

CURRENT POSITION TITLE: ASSISTANT COURT COORDINATOR CURRENT SLOT #: 0005

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment (Increase)

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 51,500.00 Current G&S/ Budgeted Salary \$ 54,429.00 Proposed G&S/ Budgeted Salary \$ 2,929.00 Net Change

Salary Amount:

\$ 0.00 Current G&S/ Budgeted Salary \$ 0.00 Proposed G&S/ Budgeted Salary \$ 0.00 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 _____
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)

ADJUSTMENT TO SALARIES FOR INCREASED JOB RESPONSIBILITIES.

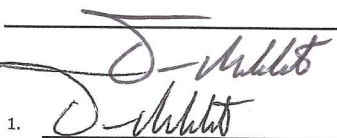
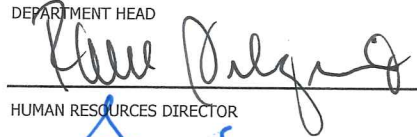
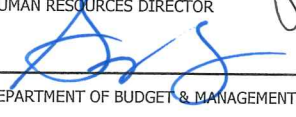
NEW POSITION: Brief job description and attach a copy of the new job description.

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

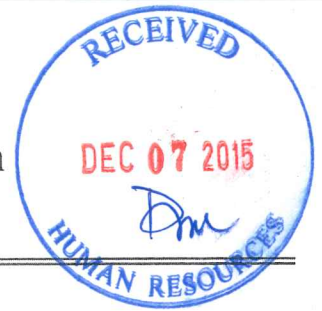
BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>12/10/15</u>			
	DEPARTMENT HEAD	Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.		<u>12/17/15</u>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date	PERSONNEL PROCEDURES COMPLETED		
3.		<u>1/15/2016</u>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date	BUDGET PROCEDURES COMPLETED		
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 206th DC - 004-001 DATE: 12/4/2015
CURRENT POSITION TITLE: ASST CRT COOR CURRENT SLOT #: 0003

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY ADJUSTMENT (INCREASE)

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 42,391.00 Current Budgeted Salary \$ 45,905.00 Proposed Budgeted Salary \$ 3,514.00 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 _____
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
FLSA: Exempt Non-Exempt
N/A

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

SALARY ADJUSTMENT

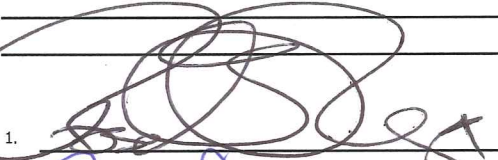
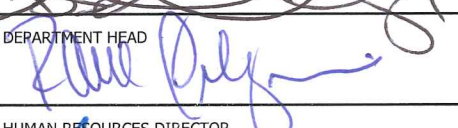

NEW POSITION: Brief job description and attach a copy of the new job description.

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

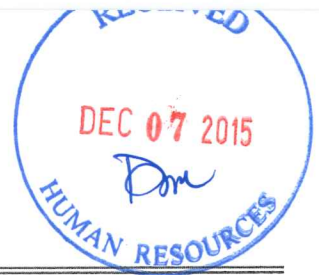
BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		Date <u>12-7-15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD			
2.		Date <u>12/07/15</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR			
3.		Date <u>1/15/2016</u>	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



DEPARTMENT NAME/NUMBER: 206th DC - 004-001

DATE: 12/4/2015

CURRENT POSITION TITLE: COURT CLERK

CURRENT SLOT #: 0006

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other
 SALARY ADJUSTMENT (INCREASE) _____

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,780.00 \$ 29,000.00 \$ 2,220.00
 Current Budgeted Salary Proposed 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:
 Exempt
 FLSA: Exempt
 Non-Exempt
 Non-Exempt
 N/A

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

SALARY ADJUSTMENT

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

12-7-15

Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

2. 

HUMAN RESOURCES DIRECTOR

12/7/15

Date

PERSONNEL PROCEDURES COMPLETED

YES

NO

3. 

DEPARTMENT OF BUDGET & MANAGEMENT

1/15/2016

Date

BUDGET PROCEDURES COMPLETED

YES

NO

4. _____
COMMISSIONERS' COURT APPROVAL

_____ Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER:
332nd District Court (004.001)

DATE: 12/23/15

CURRENT POSITION TITLE:

CURRENT SLOT #: 002

Court Coordinator

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adj./Increase
Merit Raise

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

POSITION SALARY REQUEST:

Salary Amount: 79,548.00 2,432.00
\$ 77,250.00 OT \$ 82,000.00 \$ 4,750.00
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: OT FLSA: Exempt
Exempt Non-Exempt OT
Non-Exempt N/A

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

As requested by Judge


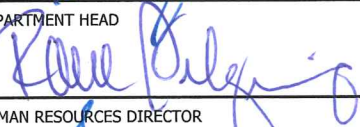

NEW POSITION: Brief job description and attach a copy of the new job description.

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.		DEC 23 2015 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD			
2.		12/28/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR			
3.		1/15/2016 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT			
4.				
	COMMISSIONERS' COURT APPROVAL	Date		



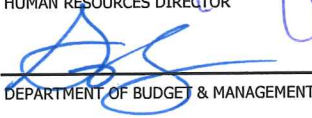
NEW POSITION: Brief job description and attach a copy of the new job description.

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.		DEC 23 2015	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		12/28/2015	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		1/15/2016	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.					
	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER:
332nd District Court (004-001)

DATE: 12/23/15

CURRENT POSITION TITLE:
Assistant Court Coordinator

CURRENT SLOT #: 004

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adj. / Increase
~~Merit Raise~~

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

POSITION SALARY REQUEST:

Salary Amount: \$ 42,436.00 \$ 47,000.00 \$ 4,564.00
~~41,200.00~~ ~~5,800.00~~
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 Part Time Employee _____
Object 113 Object 114 Enter hourly rate for temp. positions

Full Time Employee Temporary Part Time Temporary \$ _____
Object 121 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: *DT* FLSA: Exempt
Exempt Non-Exempt
Non-Exempt *DT*

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

As requested by Judge


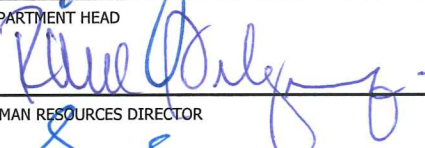

NEW POSITION: Brief job description and attach a copy of the new job description.

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	DEC 23 2015 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	12/28/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	1/15/2016 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date		



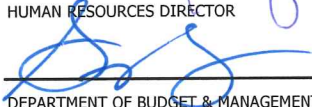
NEW POSITION: Brief job description and attach a copy of the new job description.

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>12-9-15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD				
2.		<u>12/9/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR				
3.		<u>1/15/2016</u> 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



DEPARTMENT NAME/NUMBER: 370th DC (007-001)

DATE: 12/9/2015

CURRENT POSITION TITLE: Bailiff

CURRENT SLOT #: 0004

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment (Decrease)

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 58,195.00 \$ 52,075.00 \$ (6,120.00)
Current Budgeted Salary Proposed 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)

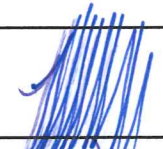

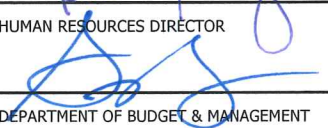
NEW POSITION: Brief job description and attach a copy of the new job description.

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.		12-9-15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD			
2.		12/9/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR			
3.		1/10/2016 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT			
4.		Date		
	COMMISSIONERS' COURT APPROVAL			



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 389TH DC - 008-001 DATE: 12/7/2015

CURRENT POSITION TITLE: BAILIFF CURRENT SLOT #: 0003

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other
 SALARY ADJUSTMENT (DECREASE)/~~ADD~~ ALLOWANCE

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

decrease
OT

POSITION SALARY REQUEST:

Salary Amount:

\$ <u>53,498.00</u>	\$ <u>51,810.00</u>	\$ <u>(1,688.00)</u>
Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Interpreter Pay Amount:

\$ <u>3,000.00 -0.00 OT</u>	\$ <u>2,500.00</u>	\$ <u>-2,500.00 (\$500.00) OT</u>
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 _____

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

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

SALARY ADJUSTMENT _____

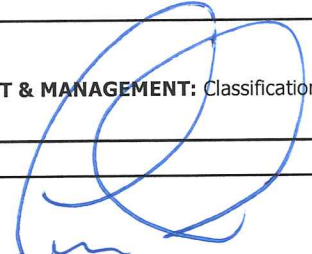
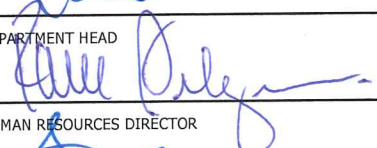

NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 _____	12/8/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 _____	12/08/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 _____	1/10/2016 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____

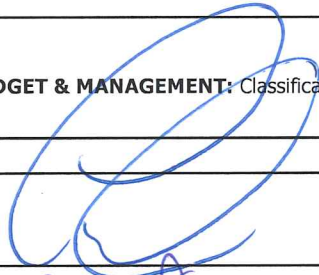


NEW POSITION: Brief job description and attach a copy of the new job description.

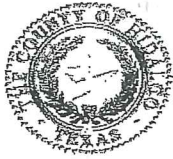
POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

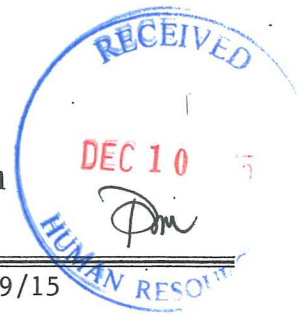
HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | <u>12/8/15</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>12/09/2015</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>1/15/2016</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: 430th District Court (01D-001)

DATE: 12/9/15

CURRENT POSITION TITLE: Court Coordinator

CURRENT SLOT. #: 0002

REQUESTED POSITION TITLE: N/A
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other Salary Adjustment (Increase)

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

POSITION SALARY REQUEST:

Salary Amount: \$ 66,837.00 \$ 71,947.00 \$ 5,110.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other 6-1100-412-00-010-001-0-xxx

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input checked="" type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

The 430th District Court handles civil, criminal, juvenile, tax, child welfare cases and family violence cases. My staff has taken many responsibilities and assignments with the additional case load. In addition to this, my court has just been designated as the Consolidated Pretrial Court over all Hidalgo County Fraudulent Hospital Lien Litigation cases which also adds to our case load.

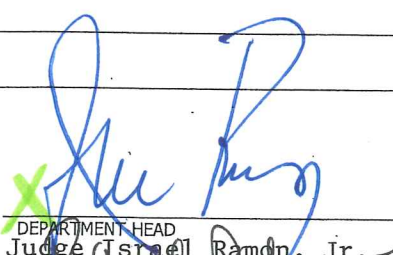


NEW POSITION: Brief job description and attach a copy of the new job description.

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

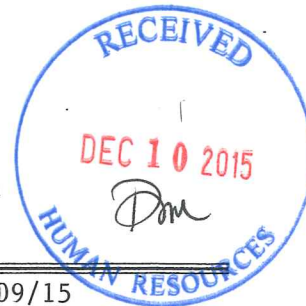
BUDGET & MANAGEMENT: Classification and Salary Recommendation

<p>1.  <u>12/9/15</u> DEPARTMENT HEAD Judge Israel Ramon, Jr. DATE</p>	<p><u>12/17/15</u> DATE</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>2.  <u>1/15/2016</u> HUMAN RESOURCES DIRECTOR DATE</p>	<p><u>1/15/2016</u> DATE</p>	<p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>3.  <u>1/15/2016</u> DEPARTMENT OF BUDGET & MANAGEMENT DATE</p>	<p><u>1/15/2016</u> DATE</p>	<p>BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>4. _____ COMMISSIONERS COURT APPROVAL</p>	<p>_____ DATE</p>	<p>_____ DATE</p>



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 430th District Court (01D-001)

DATE: 12/09/15

CURRENT POSITION TITLE: Asst. Court Coordinator

CURRENT SLOT. #: 0003

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment (Increase)

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

POSITION SALARY REQUEST:

Salary Amount: \$ 45,619.00 \$ 49,329.00 \$ 3,710.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other 6-1100-412-00-010-001-0-xxxx

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

The 430th District Court handles civil, criminal, juvenile, tax, child welfare cases and family violence cases. My staff has taken many responsibilities and assignments with the additional case load. In addition to this, my court has just been designated as the consolidated Pretrial Court over all Hidalgo County Fraudulent Hospital Lien Litigation cases which also adds to our case load.

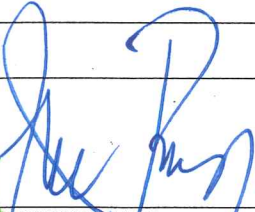


NEW POSITION: Brief job description and attach a copy of the new job description.

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

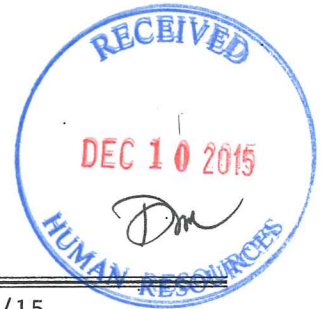
BUDGET & MANAGEMENT: Classification and Salary Recommendation

<p>1. </p> <p>DEPARTMENT HEAD Judge Israel Ramon, Jr.</p>	<p>12/9/15 DATE</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>2. </p> <p>HUMAN RESOURCES DIRECTOR</p>	<p>12/17/15 DATE</p>	<p>PERSONNEL PROCEDURES COMPLETED</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>3. </p> <p>DEPARTMENT OF BUDGET & MANAGEMENT</p>	<p>1/15/2016 DATE</p>	<p>BUDGET PROCEDURES COMPLETED</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>4. COMMISSIONERS COURT APPROVAL</p>	<p>DATE</p>		



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 430th District Court (010-001)

DATE: 12/9/15

CURRENT POSITION TITLE: Bailiff

CURRENT SLOT. #: 0005

REQUESTED POSITION TITLE: N/A
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment (Increase)

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

POSITION SALARY REQUEST:

Salary Amount: \$ 61,002.00 \$ 63,777.00 \$ 2,775.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other 6-1100-412-00-010-001-0-xxx

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114

 Enter hourly rate for temp. positions

Full Time Temporary Object 121
 Part Time Temporary Object 122
 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	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)

The 430th District Court handles civil, criminal, juvenile, tax, child welfare cases and family violence cases. My staff has taken many responsibilities and assignments with the additional case load. In addition to this, my court has just been designated as the Consolidated Pretrial Court over all Hidalgo County Fraudulent Hospital Lien Litigation cases which also adds to our case load.

