

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

HIDALGO COUNTY
BUDGET OFFICE
2016 JAN 27 PM 4:55

1. 
DEPARTMENT HEAD

1/21/15
Date

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

2. 
HUMAN RESOURCES DIRECTOR

1/27/2016
Date

PERSONNEL PROCEDURES COMPLETED YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

1/27/2016
Date

BUDGET PROCEDURES COMPLETED YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

_____ Date



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 449TH DISTRICT COURT (011-001) DATE: 9/1/2015

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

REQUESTED POSITION TITLE: ASSISTANT COURT COORDINATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount:

\$	<u>47,740.00 DM</u> 46,350.00	\$	<u>51,350.00</u>	\$	<u>3610.00 DM</u> 5,000.00
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

Salary Amount:

\$	<u>6,000.00</u>	\$	<u>6,000.00</u>	\$	<u>0.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

DM
Interpreter pay

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

016 JAN 27 PM 4 56
HIDALGO COUNTY
BUDGET OFFICE

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)

AS REQUESTED BY JUDGE JESUS CONTRERAS SALARY INCREASE WAS GRANTED DUE TO ENHANCED QUALIFICATIONS, CURRENT COMPETENCIES, PERFORMANCE AND INCREASED CONTRIBUTION TO THE 449TH DISTRICT COURT, HIDALGO COUNTY AND THEIR CITIZENS.

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2016 JUN 27 PM 4 56
HIDALGO COUNTY
BUDGET OFFICE

1.	<u><i>Dennis Canteleros</i></u> DEPARTMENT HEAD	<u>9/4/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Paula Paly</i></u> HUMAN RESOURCES DIRECTOR	<u>1/27/2016</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/29/2016</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			