



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER (085 - 003)

DATE: 01/25/2016

CURRENT POSITION TITLE: PUBLIC DEFENDER III

CURRENT SLOT #: 0001

REQUESTED POSITION TITLE: PUBLIC DEFENDER IV  
(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:    \$ 62,475.0000    \$ 67,472.00    \$ 4,997.00  
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 6-1100-412-30-085-003-0-113

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### POSITION Type:

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

### TEMPORARY POSITIONS:

02/08/2016    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Start Date    End Date    Working Days & Hours    Hours Per Week    Duration (2 weeks, 3 months, etc.)

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

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

DURING THE 2016 BUDGET WORKSHOP, COMMISSIONER'S COURT WAS IN AGREEMENT THAT THE PUBLIC DEFENDER'S OFFICE WOULD TAKE ON THE ADDITIONAL DUTIES AND RESPONSIBILITIES OF PROVIDING LEGAL DEFENSE IN THE CHILD WELFARE COURT IN ORDER TO REDUCE CHILD WELFARE DEFENSE LEGAL REPRESENTATION, EFFECTIVE IMMEDIATELY.

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

ATTORNEY WILL OVERSEE THE CHILD WELFARE SECTION.

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

CURRENTLY THE PUBLIC DEFENDER'S OFFICE REPRESENTS CLIENTS CHARGED WITH JUVENILE, ADULT MISDEMEANOR & FELONY LEVEL CHARGES. ASSISTANT PUBLIC DEFENDER WILL TAKE ON THE ADDITIONAL DUTIES AND RESPONSIBILITIES IN THE CHILD WELFARE COURT.

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.




THE OFFICE OF THE PUBLIC DEFENDER'S HAS GROWN FROM 8 TO 18 EMPLOYEES INT HE PAST YEARS, TO INCLUDE THE FOLLOWING: JUVENILE SECTION (4) FTE; (3) ADDITIONAL ATTORNEY POSITIONS, A CLERK; ALONG WITH THE JUDICIAL SYSTEM ADDING (2) COUNTY COURT AT LAWS (7&8) TO HIDALGO COUNTY ALONG WITH THE ADDITION OF THE FELONY CASELOAD ALONG WITH SEVEN (7) SPECIALTY

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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- |    |   |                  |                                   |   |                             |
|----|---|------------------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>1/25/16</u>   | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | DATE             |                                   |   |                             |
| 2. |  | <u>1/27/2016</u> | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | DATE             |                                   |   |                             |
| 3. |  | <u>1/29/2016</u> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE             |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE             |                                   |   |                             |



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

Public Defender III

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

Employee will be assigned a full adult criminal caseload.




**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |   |           |                                   |   |                             |
|----|---|-----------|-----------------------------------|---|-----------------------------|
| 1. |  | 1/26/16   | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | DATE      |                                   |   |                             |
| 2. |  | 1/26/2016 | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | DATE      |                                   |   |                             |
| 3. |  | 1/24/2016 | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE      |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE      |                                   |   |                             |