

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



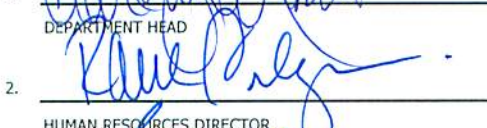



POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Robert Ross 1/29/16

1.  DEPARTMENT HEAD	<i>1/28/16</i> Date	 FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.  HUMAN RESOURCES DIRECTOR	<i>1/29/2016</i> Date	 PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.  DEPARTMENT OF BUDGET & MANAGEMENT	<i>1/29/2016</i> 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: 139th DC (003-001)

DATE:

CURRENT POSITION TITLE: Court Coordinator

CURRENT SLOT #: 0002

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other ^{OT} ~~Transfer/Remove Supplemental Pay~~

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 1,500.00 \$ 0.00 \$ (1,500.00)
Current Budgeted Salary/Allowance Proposed Budgeted Salary/Allowance Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other ~~Funds will be transferred to the 332nd DC (supplemental pay and related fringe benefits).~~ ^{RD 1/29/2016}

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)

Administrative duties will be performed by the Court Coordinator and the Asst Crt Coor from the 332nd DC for and on behalf of the Local Administrative Presiding Judge Mario E. Ramirez, Jr.

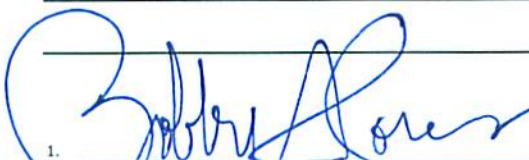

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4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____	_____	_____




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	DEPARTMENT HEAD							
2.		Date	<u>1/29/2016</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR							
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	DEPARTMENT OF BUDGET & MANAGEMENT							
4.		Date						
	COMMISSIONERS' COURT APPROVAL							




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	DEPARTMENT HEAD	Date					
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	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					