



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Public Defender / 085

DATE: 5/2/2016

CURRENT POSITION TITLE: Public Defender IV

CURRENT SLOT #: 01

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
Current Budgeted Allowance Proposed Budgeted Allowance 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: *dm*
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

As a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A

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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03(d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
DEPARTMENT HEAD

5/5/16

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

2. 
HUMAN RESOURCES DIRECTOR

Date

5/06/2016

PERSONNEL PROCEDURES COMPLETED

YES

NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

Date

5/9/2016

BUDGET PROCEDURES COMPLETED

YES

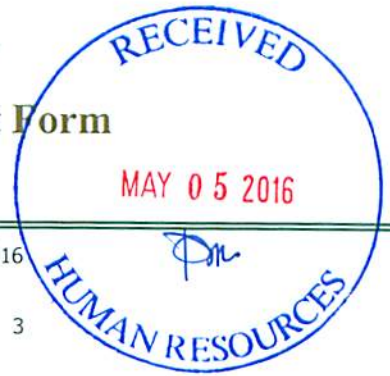
NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Public Defender / 085

DATE: 5/2/2016

CURRENT POSITION TITLE: Chief Public Defender

CURRENT SLOT #: 3

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
Current Budgeted Allowance Proposed Budgeted Allowance 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: *da* FLSA: *da*
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

As a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A



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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment of acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>5/5/16</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>5/16/2016</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>5/9/2016</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: Public Defender / 085 DATE: 5/2/2016

CURRENT POSITION TITLE: First Assistant Public Defender CURRENT SLOT #: 04

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
 Current Budgeted Allowance Proposed Budgeted Allowance 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.)
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CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

As a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A


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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
DEPARTMENT HEAD

5/5/16

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

2. 
HUMAN RESOURCES DIRECTOR

5/06/2016

PERSONNEL PROCEDURES COMPLETED

YES

NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

5/9/2016

BUDGET PROCEDURES COMPLETED

YES

NO

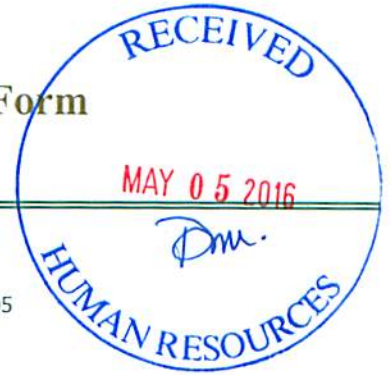
4. _____
COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Public Defender / 085 DATE: 5/2/2016

CURRENT POSITION TITLE: Public Defender II CURRENT SLOT #: 05

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
 Current Budgeted Allowance Proposed Budgeted Allowance 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.)
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CIVIL SERVICE: FLSA: *Dm.*

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

As a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A


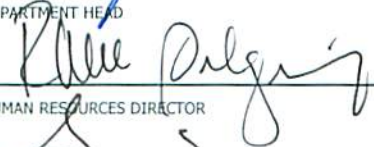

COMMENTS: (Any comments you wish to make regarding this request)

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>5/5/16</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.		<u>5/06/2016</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		<u>5/9/2016</u>	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: Public Defender / 085

DATE: 5/2/2016

CURRENT POSITION TITLE: Public Defender II

CURRENT SLOT #: 6

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
Current Budgeted Allowance Proposed Budgeted Allowance 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 ^{OT} 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 ^{OT}
Non-Exempt Non-Exempt
N/A

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

As a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A




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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment of acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		5/5/16	Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD					
2.		5/06/2016	Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR					
3.		5/9/2016	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: Public Defender / 085 DATE: 5/2/2016

CURRENT POSITION TITLE: Public Defender II CURRENT SLOT #: 07

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$	<u>0.00</u>	\$	<u>0.00</u>	\$	<u>0.00</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Salary Amount:

\$	<u>0.00</u>	\$	<u>1,500.00</u>	\$	<u>1,500.00</u>
	Current Budgeted Allowance		Proposed Budgeted Allowance		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.)
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CIVIL SERVICE: FLSA: *Don.*

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

As a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A




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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		5/5/16	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		5/06/2016	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		5/9/2016	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: Public Defender / 085 DATE: 5/2/2016

CURRENT POSITION TITLE: Public Defender II CURRENT SLOT #: 8

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
 Current Budgeted Allowance Proposed Budgeted Allowance 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.)
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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 a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A




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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment of acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

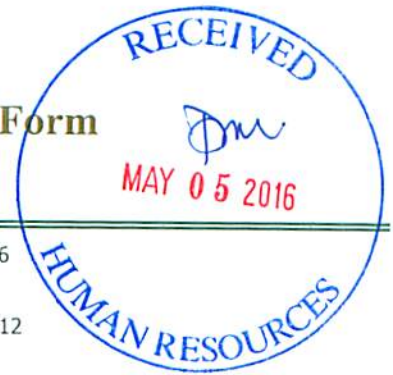
BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		5/5/16 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		5/06/2016 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		5/9/2016 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: Public Defender / 085 DATE: 5/2/2016

CURRENT POSITION TITLE: Public Defender II CURRENT SLOT #: 12

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
 Current Budgeted Allowance Proposed Budgeted Allowance 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.)
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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 a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A

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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment of acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
DEPARTMENT HEAD

5/5/16 FUNDING AVAILABLE IN DEPT. BUDGET
Date

YES NO

2. 
HUMAN RESOURCES DIRECTOR

5/06/2016 PERSONNEL PROCEDURES COMPLETED
Date

YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

5/9/2016 BUDGET PROCEDURES COMPLETED
Date

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

_____ Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Public Defender / 085

DATE: 5/2/2016

CURRENT POSITION TITLE: Public Defender II

CURRENT SLOT #: 18

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
Current Budgeted Allowance Proposed Budgeted Allowance 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)

As a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A




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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.  DEPARTMENT HEAD	5/5/16 Date	FUNDING AVAILABLE IN DEPT. BUDGET <input type="checkbox"/> YES <input type="checkbox"/> NO
2.  HUMAN RESOURCES DIRECTOR	5/06/2016 Date	PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.  DEPARTMENT OF BUDGET & MANAGEMENT	5/9/2016 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: Public Defender / 085 DATE: 5/2/2016

CURRENT POSITION TITLE: Public Defender III CURRENT SLOT #: 19

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
 Current Budgeted Allowance Proposed Budgeted Allowance 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 ⁰⁵ 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.)
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CIVIL SERVICE: Exempt FLSA: Exempt ^{DM}

Non-Exempt Non-Exempt

N/A

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

As a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A

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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment of acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.


HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
DEPARTMENT HEAD

5/5/16 FUNDING AVAILABLE IN DEPT. BUDGET
Date

YES NO

2. 
HUMAN RESOURCES DIRECTOR

5/06/2016 PERSONNEL PROCEDURES COMPLETED
Date

YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

5/9/2016 BUDGET PROCEDURES COMPLETED
Date

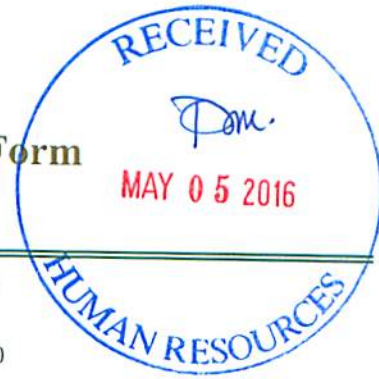
YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Public Defender / 085

DATE: 5/2/2016

CURRENT POSITION TITLE: Public Defender II

CURRENT SLOT #: 20

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
Current Budgeted Allowance Proposed Budgeted Allowance 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)

As a requirement of job duties, employee is required to travel to the county jail to meet with their clients that are in custody within five (5) working days of appointment.

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

N/A

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

N/A




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

According to the Hidalgo County Rules on Indigent Defense Rule 6.03 (d) "Attorney shall make personal contact with defendant in person or via teleconference no later than five (5) days from appointment acceptance date."

Note: Due to the volume of appointment of counsel, it is not feasible to see clients via teleconference.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		5/5/16	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		5/06/2016	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		5/9/2016	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.					
	COMMISSIONERS' COURT APPROVAL	Date			