



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: COUNTY COURT AT LAW # 8 (028-001) DATE: 5/6/2016
 CURRENT POSITION TITLE: CLERK I (TEMPORARY) CURRENT SLOT #: ~~T006~~ ^{Dm.} TDD7
 REQUESTED POSITION TITLE: CLERK I (TEMPORARY)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other ^{DT} ~~EXTEND~~ TEMPORARY POSITION ^{Extend}

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 Current G&S/ Budgeted Salary \$ 9,696.00 Proposed G&S/ Budgeted Salary \$ 9,696.00 Net Change

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\$ 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 \$10.10 P/HR Enter hourly rate for temp. positions
 Full Time Employee Temporary Object 121 ^{DT} Part Time Temporary Object 122 ^{DT} \$ 10.10 X 960 = 9,696.00 Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

^{Dm.} 6/15/2016 Start Date 12/15/2016 End Date 40 Working Days & Hours Hours Per Week NOT TO EXCEED ^{Dm.} 12/15/2014 12/11/16 Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

Exempt ^{DT} FLSA: Exempt
 Non-Exempt Non-Exempt ^{DT}
 N/A

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

TO PROVIDE ASSISTANCE WITH CLERICAL AND ADMINISTRATIVE SUPPORT WORK.

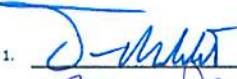


NEW POSITION: Brief job description and attach a copy of the new job description.

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>5/6/16</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					