



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 06/05/2017 CURRENT POSITION TITLE: Court Coordinator
 DEPARTMENT NAME: 92nd DC CURRENT SLOT NO.: 0002
 DEPARTMENT NO.: 001 - 001 REQUESTED POSITION TITLE: Court Coordinator

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Salary Increase

SALARY REQUEST:	\$ 67,980.00	\$ 68,980.00	\$ 1,000.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST:	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	\$ 0.00 Net Change
TOTAL BUDGETARY IMPACT:	\$ 1,000.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE:

Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE:

Exempt Non-Exempt **FLSA:** Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary	Annual Salary / 2080 hrs per year = Hourly Rate		Hourly Rate	

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

To compensate employee for receiving his Court Manger Certification thru the National Center of State Courts. This certification increases the employee's knowledge and ability to meet our court goals and objectives.

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

Judge Luis M. Singleterry
 Department Head
 Department of Human Resources
 Department of Budget & Management

6/01/17
Date
6/08/2017
Date
8/2/17
Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 06/05/2017 CURRENT POSITION TITLE: Bailiff
 DEPARTMENT NAME: 92nd DC CURRENT SLOT NO.: 0003
 DEPARTMENT NO.: 001-001 REQUESTED POSITION TITLE: Bailiff

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Salary Increase

SALARY REQUEST:	\$ 50,862.00	\$ 52,862.00	\$ 2,000.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST:	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	\$ 0.00 Net Change
TOTAL BUDGETARY IMPACT:	\$ 2,000.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt FLSA: Exempt
 Non-Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary	Annual Salary / 2080 hrs per year = Hourly Rate		Hourly Rate	

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Employee has been assigned to assist the Assistant Court Coordinator with the criminal case load as well as working on TEX_File (e-filing) system.

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

Judge Luis M. Singleterry
 Department Head

Department of Human Resources

Department of Budget & Management

6/01/17
Date

8/04/17
Date

8/7/17
Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 06/05/2017 CURRENT POSITION TITLE: Assistant Court Coordinator
 DEPARTMENT NAME: 92nd DC CURRENT SLOT NO.: 0004
 DEPARTMENT NO.: 001-001 REQUESTED POSITION TITLE: Assistant Court Coordinator

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Budgeted Salary Reduction

SALARY REQUEST:	\$ 63,860.00	\$ 61,360.00	-\$ 2,500.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST:			\$ 0.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
TOTAL BUDGETARY IMPACT:			-\$ 2,500.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary _____	Annual Salary / 2080 hrs per year = Hourly Rate _____	Hourly Rate _____		

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Position over budgeted _____

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

Judge Luis M. Singleterry
 Department Head
 Department of Human Resources
 Department of Budget & Management

6/01/17
Date
6/08/2017
Date
8/2/17
Date