



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 08/29/2017 Current Slot No.: 0002 ⁴⁶
 Department Name: 139th District Court Current Position Title: Court Coordinator
 Department No.: 003-001 ⁴⁶ Requested Position Title: Court Coordinator

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

SALARY REQUEST: \$ 61,192.00 \$ 63,500.00 \$ 2,308.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: Current Budgeted Amount Proposed Budgeted Amount Net Change
 \$ 0.00

TOTAL BUDGETARY IMPACT: \$ 2,308.00

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	No. of Weeks
Annual Salary			Hourly Rate	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				

No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary

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

GOVERNMENT CODE CHAPTER 74. COURT ADMINISTRATION ACT
 Sec. 74.104. COMPENSATION. (a) The Judges shall determine reasonable compensation for the Crt. Coordinator subject to approval from Commissioners Court. The increase on the salary for this employee will be funded within the Court' Budgeted Salary amount. No additional funding is being requested.

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

08/29/2017
 Date
 1/05/2018
 Date
 1/5/18
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 08/29/2017 Current Slot No.: 0003 *fy*
 Department Name: 139th District Court Current Position Title: Bailiff
 Department No.: 003 Requested Position Title: Bailiff

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

SALARY REQUEST:	\$ 56,092.00 50,395.00 Current Budgeted Amount	\$ 61,000.00 55,000.00 Proposed Budgeted Amount	\$ 4,908.00 4,605.00 Net Change
<i>Interpreter pay</i> SALARY REQUEST:	6,000.00 6,000.00 Current Budgeted Amount	6,000.00 6,000.00 Proposed Budgeted Amount	\$ 0.00 Net Change
TOTAL BUDGETARY IMPACT:	\$ 4,908.00 4,605.00		

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	No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				

No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary

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

The increase on the salary for this employee will be funded within the Court's Budgeted Salary amount, subject to approval from Commissioners Court. No Additional funding is being requested.

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

08/29/2017
 Date
 1/05/2018
 Date
 1/8/18
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 08/29/2017 Current Slot No.: 004 ~~00~~
 Department Name: 139th District Court Current Position Title: Assistant Court Coordinator
 Department No.: 003-001 ~~00~~ Requested Position Title: Assistant Court Coordinator

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

SALARY REQUEST:	\$ 59,028.00	\$ 61,000.00	\$ 1,972.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 1,972.00		

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	No. of Weeks
Annual Salary			Hourly Rate	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks	x	Hours per Week	=	Total Hours
			=	Hourly Rate
			=	Budgeted Salary

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

GOVERNMENT CODE CHAPTER 74. COURT ADMINISTRATION ACT
 Sec. 74.104. COMPENSATION. (a) The Judges shall determine reasonable compensation for the Crt. Coordinator subject to approval from Commissioners Court. The increase on the salary for this employee will be funded within the Court' Budgeted Salary amount. No additional funding is being requested.

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

08/29/2017
 Date
 1/05/2018
 Date
 1/5/18
 Date

