



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: 06/10/2021 Current Slot No.: 0003
 Department Name: District Clerk Current Position Title: Chief of Appeals
 Department No.: 090-001 Requested Position Title: _____

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

| | | | |
|--------------------------------|-------------------------|--------------------------|----------------------|
| <i>SALARY REQUEST:</i> | <u>\$ 63,151.00</u> | <u>\$ 0.00</u> | <u>-\$ 63,151.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| <i>SALARY REQUEST:</i> | | | <u>\$ 0.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| <i>TOTAL BUDGETARY IMPACT:</i> | <u>-\$ 63,151.00</u> | | |

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)

No longer require a Chief of Appeals position which has recently been vacated. The Deputy District Clerk III is being requested to better reflect the internal restructuring and employment need of the office.

Department Head

Department of Human Resources

Department of Budget & Management

6/11/2021
 Date

6/11/21
 Date

06/14/2021
 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: 06/10/2021 Current Slot No.: 0085
 Department Name: District Clerk Current Position Title: _____
 Department No.: 090-001 Requested Position Title: Deputy District Clerk III

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

| | | | |
|--------------------------------|--------------------------|-----------------------------|---------------------|
| SALARY REQUEST: | -\$ 37,548.00 | <u>37,548.00</u> \$ 0.00 | <u>\$ 37,548.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | \$ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | <u>\$ 37,548.00</u> | | |

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)

No longer require a Chief of Appeals position which has recently been vacated. The Deputy District Clerk III is being requested to better reflect the internal restructuring and employment need of the office.

 Department Head

 Department of Human Resources

 Department of Budget & Management

6/11/2021
 Date

6/11/21
 Date

06/09/2021
 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: 06/02/2021 Current Slot No.: 0078
 Department Name: District Clerk's Office Current Position Title: Division Manager I, District Clerk
 Department No.: 090 Requested Position Title: Division Manager II

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

| | | | |
|--------------------------------|--|---|----------------------------------|
| SALARY REQUEST: | <u>\$ 58,633.00</u> Current Budgeted Amount | <u>\$ 64,352.00</u> Proposed Budgeted Amount | <u>\$ 5,719.00</u> Net Change |
| SALARY REQUEST: | _____ | _____ | <u>\$ 0.00</u> Net Change |
| | Current Budgeted Amount | Proposed Budgeted Amount | |
| TOTAL BUDGETARY IMPACT: | <u>\$ 5,719.00</u> | | |

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 Division Manager has taken on additional responsibilities over the past year to include supervising additional staff, working with two additional county courts and has assisted in developing enhanced division guidelines and procedures specific to the courts she is responsible for: County Courts 1-10, Child Welfare Court, Master Courts 1 & 2 and all Attorney General Cases associated to the judiciary.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

06/04/2021
Date

6/8/21
Date

06/04/2021
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: 06/02/2021 Current Slot No.: 0062
 Department Name: District Clerk's Office Current Position Title: Deputy District Clerk I
 Department No.: 090 Requested Position Title: Records Management Specialist

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

| | | | |
|--------------------------------|--|---|----------------------------------|
| SALARY REQUEST: | <u>\$ 28,565.00</u> Current Budgeted Amount | <u>\$ 32,192.00</u> Proposed Budgeted Amount | <u>\$ 3,627.00</u> Net Change |
| SALARY REQUEST: | _____ | _____ | <u>\$ 0.00</u> Net Change |
| | Current Budgeted Amount | Proposed Budgeted Amount | |
| TOTAL BUDGETARY IMPACT: | <u>\$ 3,627.00</u> | | |

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 proposed salary adjustment and title reclassification are requested to better reflect the additional duties assigned to this position, which include but are not limited to overseeing the inventory, maintenance and destruction of court records in accordance with state law. This is in addition to current duties, which include processing all criminal indictments and being cross-trained in the jury division.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

06/04/2021
Date

6/8/21
Date

06/14/2021
Date