



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: Monday, October 25, 2010

To: Esther Cortez, Human Resources
Director

From: Valde Guerra
Commissioner Court Executive Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 23648

C.C. Date: 10/26/10

Dept: CRIMINAL DA'S (1100)

RECEIVED

OCT 22 2010

AK
Human Resources

Human Resources Dept:

Received By: Sylvia Rios

Title: Executive Asst-111

Date: 10-25-10

Time: 3:30pm

AI-23648

13.A.

Deletion and creation of positions

CC REGULAR

Date: 10/26/2010
Submitted By: Rosie Cantu, BUDGET & MANAGEMENT
Submitted For: District Attorne's Office
Department: BUDGET & MANAGEMENT
Agenda Category: District Attorney

Information

CAPTION

Criminal DA (1100):

1. Approval of the following personnel actions:

Action	Slot No.	Position Title	Grade
Delete	002	Assistant District Attorney V	20
Create	091	Assistant District Attorney IV	18
Create	092	Assistant District Attorney II	14
Create	093	Assistant District Attorney II	14

- 2. Approval of interdepartmental transfer.
- 3. Approval of revised salary schedule.

BACKGROUND

All Asst. District Attorney's are afforded \$900.00 annual auto allowance.

Fiscal Impact

FISCAL YEAR: 2010
FUNDS AVAILABLE Y/N?: yes
BUDGETARY IMPACT:
 Funds available as of 10-22-10.

ACCT. #: 0-1100-421-00-080-003-0-344
MATCHING FUNDS Y/N?:

Attachments

Link: [backup](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Rosalinda Cantu (Originator)	Rosie Cantu	10/22/2010 05:14 PM	APRV
2	Budget & Management		10/22/2010 05:15 PM	NEW

Form Started By: Rosie Cantu Started On: 10/22/2010 04:48 PM
 Final Approval Date: 10/22/2010



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **CRIMINAL DA'S 080-002**

DATE: **10/25/10**

CURRENT POSITION TITLE: **ASSISTANT DISTRICT ATTORNEY V**

CURRENT SLOT. #: **002**

REQUESTED POSITION TITLE: **N/A**

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other **DELETION OF POSITION**

POSITION SALARY REQUEST:

<u>1</u>	G20, S8 \$99,745.00	-0-	\$ (\$99,745.00)
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other **TO HELP FUND CREATION OF VARIOUS POSITIONS.**

POSITION TYPE:

Full Time Employee Object 113 <input checked="" type="checkbox"/>	Part Time Employee Object 114 <input type="checkbox"/>	
Full Time Temporary Object 121 <input type="checkbox"/>	Part Time Temporary Object 122 <input type="checkbox"/>	Enter hourly rate for temp. positions \$ _____ Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt <input checked="" type="checkbox"/>	FLSA: Exempt <input checked="" type="checkbox"/>
Non-Exempt <input type="checkbox"/>	Non-Exempt <input type="checkbox"/>

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

Position was ^{gate} flotted for a greater amount but Mr. Guerra felt that we could find a suitable replacement in our office with at least 7 years of prosecutor experience and therefore giving us the ability to reduce the required grade & step salary and using surplus to create greater needed ADA positions to handle Child Welfare cases and Bond Forfeitures. Bond forfeitures is a money producing position for the county.


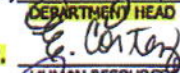

NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 FOR RENE GUERRA DEPARTMENT HEAD	10/25/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 G. Conroy / etc HUMAN RESOURCES DIRECTOR	10-25-10 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	 Alice Dreyfus DEPARTMENT OF BUDGET & MANAGEMENT	10/25/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

ASSISTANT DISTRICT ATTORNEY V

GRADE: 20

GENERAL DESCRIPTION

Performs senior-level legal work; Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the frequent supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary for this position.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

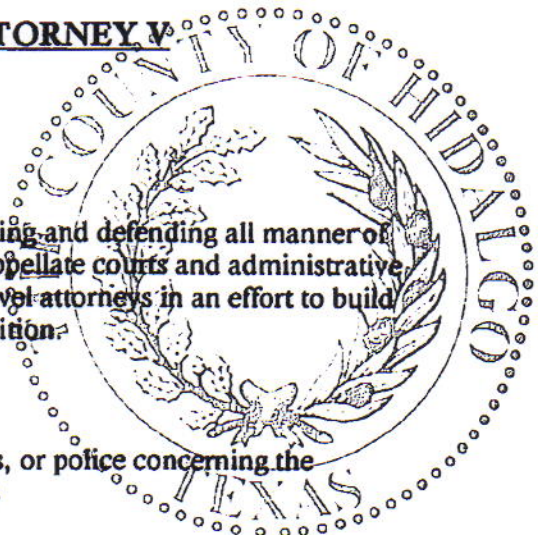
Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience as a licensed attorney. Juris Doctorate (JD) degree required. Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must possess necessary writing skills at a seasoned level to communicate information and directions to attorneys, detectives, police agencies and citizens

Must be computer literate

Knowledge of all applicable laws and procedures

Must have good working knowledge and understanding of penal statutes and code of criminal procedures as well as case holdings and departmental policies

PHYSICAL DEMANDS:

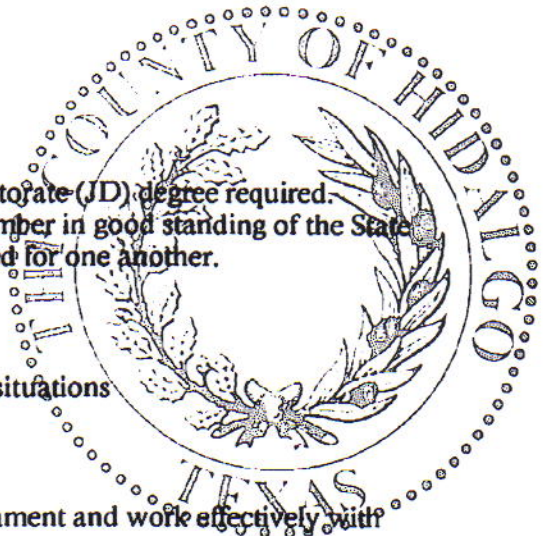
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.



The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations





HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **CRIMINAL DA'S 080-002**

DATE: **10/25/10**

CURRENT POSITION TITLE: **N/A**

CURRENT SLOT. #: **092 & 093**

REQUESTED POSITION TITLE: **ASSISTANT DISTRICT ATTORNEY II**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>2</u>	N/A	G14,S1 \$50,487.00	\$	\$100,974.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FUNDS FROM DELETED POSIT., SLOT NO. 002/ AUTOPSIES 0-1100-421-00-080-003-0-344

POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$

Enter hourly rate for temp. positions

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:		FLSA:	
Exempt	<input checked="" type="checkbox"/>	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input type="checkbox"/>

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

Position was allotted for a greater amount but Mr. Guerra felt that we could find a suitable replacement in our office with at least 7 years of prosecutor experience and therefore giving us the ability to reduce the required grade & step salary and using surplus to create greater needed ADA positions to handle Child Welfare cases and Bond Forfeitures. Bond forfeitures is a money producing position for the county.

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>FOR RENE GUERRA</u>
DEPARTMENT HEAD | <u>10/25/2010</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>E. Cortez</u>
HUMAN RESOURCES DIRECTOR | <u>10-25-10</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>10/25/2010</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

ASSISTANT DISTRICT ATTORNEY II

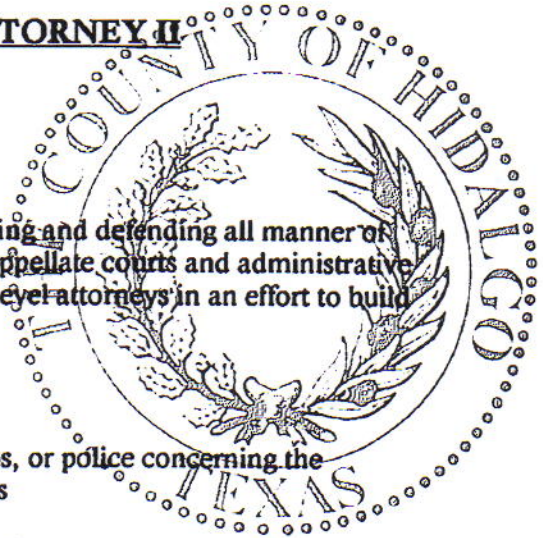
GRADE: 14

GENERAL DESCRIPTION

Employee performs legal work. Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the frequent supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary.

EXAMPLES OF WORK PERFORMED

- Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums
- May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication
- Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate
- Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums
- Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums
- Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation
- Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums
- Identifies and prepares non-testimonial forms of evidence for use in court and related forums
- Conducts and/or supervises investigations and/or civil and criminal discovery proceedings
- Drafts legal instruments and various documents with legal implications
- Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications
- Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings
- Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal setting with prior experience in the relevant areas of law preferred. Juris Doctorate (JD) degree required. Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Must be computer literate

Knowledge of all applicable laws and procedures



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

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The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

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- operating assigned equipment

Maintain mental capacity which permits:

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Effectively handle a work environment and conditions which involve:

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- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations





HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **CRIMINAL DA'S 080-002**

DATE: **10/25/10**

CURRENT POSITION TITLE: **N/A**

CURRENT SLOT. #: **091**

REQUESTED POSITION TITLE: **ASSISTANT DISTRICT ATTORNEY IV**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>1</u>	<u>N/A</u>	<u>G18,S1 \$68,687.00</u>	\$	<u>\$68,687.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FUNDS FROM DELETED POSIT., SLOT NO. 002/ AUTOPSIES 0-1100-421-00-080-003-0-344

POSITION TYPE:

Full Time Employee Object 113 <input checked="" type="checkbox"/>	Part Time Employee Object 114 <input type="checkbox"/>
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Enter hourly rate for temp. positions
 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt <input checked="" type="checkbox"/>	FLSA: Exempt <input checked="" type="checkbox"/>
Non-Exempt <input type="checkbox"/>	Non-Exempt <input type="checkbox"/>

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

Position was allotted for a greater amount but Mr. Guerra felt that we could find a suitable replacement in our office with at least 7 years of prosecutor experience and therefore giving us the ability to reduce the required grade & step salary and using surplus to create greater needed ADA positions to handle Child Welfare cases and Bond Forfeitures. Bond forfeitures is a money producing position for the county.

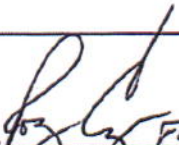

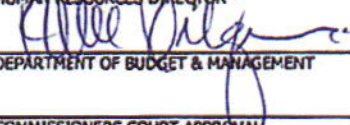
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COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 FOR RENE GUERRA DEPARTMENT HEAD	10/25/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	10-25-10 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	10/25/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

ASSISTANT DISTRICT ATTORNEY IV

GRADE: 18

GENERAL DESCRIPTION

Performs senior-level legal work; Work involves research and preparation of appellate briefs on felonies, misdemeanors, juvenile, bond forfeitures, and other type of criminal cases to include government procedures and other research issues that arise. Screens and charges various cases (including complex or sensitive cases and/or cases involving major crimes) for which the District Attorney's office has responsibility; and/or prepares, investigates, and litigates various cases filed with the District Attorney's office.

EXAMPLES OF WORK PERFORMED

Screens and prepares felony files for presentation of grand jury

Screens and prepares misdemeanor files for filing of criminal complaints

Screens and prepares juvenile files for filing of petition

Screens and prepares child welfare cases for filing

Screens and prepares forfeiture files within 30 day limitation for filing

Interviews with relatives of mental patients to determine if a person can be committed

Interviews with person assaulted and determined if protective order can be filed on behalf of victim

Drafts and prepares legal criminal indictments for all felonies presented to the Grand Jury

Presents felon cases to the Grand Jury

Subpoenas witnesses before the Grand Jury

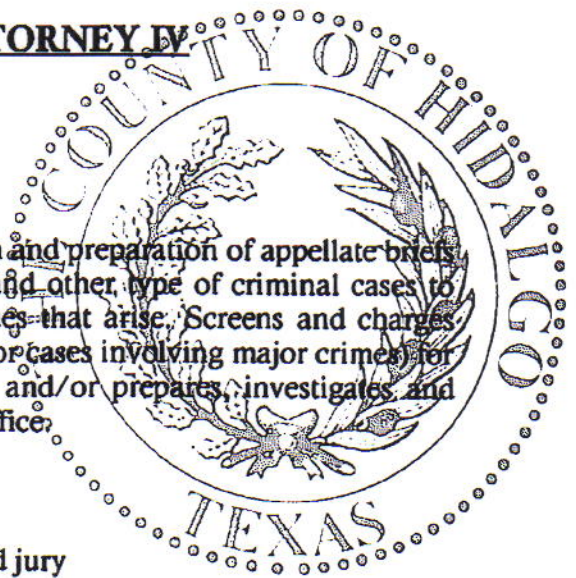
Sets and/or recommends bond amounts for all criminal cases presented to the Grand Jury

Research and prepares appellate briefs on felonies, misdemeanors, juvenile, bond forfeitures, etc.

Researches different issues pertaining to procedures of law or county government

Tries felonies, misdemeanors, juveniles, forfeitures, protective orders, mental cases, and Class C ticket violations in their respective courts

Reviews incoming cases



Prepares and files responses to post convictions writs

Assists the District Attorney in formulating department policies and procedures

Screen and reviews complex or sensitive cases to determine the legal and factual sufficiency of the case and directs the gathering of additional information

Confers with District Attorney, defense attorneys, investigators, law enforcement officials, probation authorities, victims, witnesses (including expert witnesses) and other parties concerning assigned cases

Assists subordinate attorneys with jury trials, revocations, examining hearing, juvenile hearing, family matters and civil actions including forfeitures

Is available, on a rotating basis, 24 hours a day to assist law enforcement agencies by answering legal questions, assisting with crime scene work and advising law enforcement on legal issues

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (3-4) years experience as a licensed attorney. Juris Doctorate (JD) degree or L.L.B. required from an accredited college or university.

Certificates, Licenses, Registrations

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

License to practice in Federal District court is preferred

Knowledge, Skills, and Abilities

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must possess necessary writing skills at a seasoned level to communicate information and directions to attorneys, detectives, police agencies and citizens

Must be computer literate

Knowledge of all applicable laws and procedures

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SAFETY REQUIREMENTS:

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- operating assigned equipment

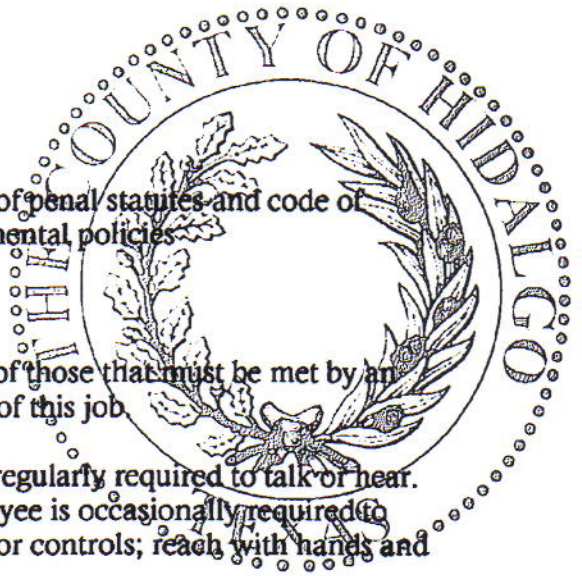
Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

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- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:



- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



Hidalgo County
Department of Budget & Management
FISCAL NOTE

*Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: 23648

To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Date: Tuesday, October 26, 2010

REVISED
10/25/2010

Summary of request/proposal:

Criminal DA (1100):

Approval of the following personnel actions:

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
SALARY								
1100	Assist. District Attorney V	0002	113	20	8	99,745.00	0.00	(99,745.00)
1100	Assist. District Attorney IV	0091	113	18	1	0.00	68,687.00	68,687.00
1100	Assist. District Attorney II	0092	113	14	1	0.00	50,487.00	50,487.00
1100	Assist. District Attorney II	0093	113	14	1	0.00	50,487.00	50,487.00
							TOTAL SALARIES	69,916.00
AUTO ALLOWANCE								
1100	Assist. District Attorney V	0002	119	20	8	900.00	0.00	(900.00)
1100	Assist. District Attorney IV	0091	119	18	1	0.00	900.00	900.00
1100	Assist. District Attorney II	0092	119	14	1	0.00	900.00	900.00
1100	Assist. District Attorney II	0093	119	14	1	0.00	900.00	900.00
							TOTAL AUTO ALLOWANCE	1,800.00
TOTAL SALARIES & ALLOWANCES						100,645.00	172,361.00	71,716.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-412-00-080-002-0- 113	CRIM DA - REG F/T EMPLOYEES	\$13,125.99
0-1100-412-00-080-002-0- 118	CRIM DA - AUTO ALLOWANCE	\$337.93
0-1100-412-00-080-002-0- 211	CRIM DA - HEALTH INSURANCE	\$1,016.40
0-1100-412-00-080-002-0- 212	CRIM DA - LIFE INSURANCE	\$10.14
0-1100-412-00-080-002-0- 220	CRIM DA - FICA	\$1,029.99
0-1100-412-00-080-002-0- 230	CRIM DA - RETIREMENT	\$1,281.76
0-1100-412-00-080-002-0- 250	CRIM DA - UNEMPLOYMENT COMP	\$67.32
0-1100-412-00-080-002-0- 260	CRIM DA - WORKER'S COMP	\$0.00
2010 Budgetary Impact		\$16,869.53

2011 Budgetary Impact: \$89,856.13

Possible Funding Sources: WITHIN DEPT BUDGET. (INTERDEPARTMENTAL TRANSFER FROM 0-1100-421-00-080-003-0-344)

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE**

0-1100-412-00-080-002-0

CRIMINAL DA

AI - 23648

REVISED 10/25/10

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2010 GRADE & STEP SALARY	2010 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2010 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0001	113	ASSISTANT DISTRICT ATTORNEY V	20	9	102,549.00	102,549.00	102,549.00	4,800.00	0.00	0.00	900.00	0.00	108,249.00
		DELETE ↓											
0002	113	ASSISTANT DISTRICT ATTORNEY V	20	8	99,745.00	99,745.00	99,745.00	0.00	0.00	0.00	0.00	0.00	99,745.00
0003	113	ASSISTANT DISTRICT ATTORNEY V	20	8	99,745.00	99,745.00	99,745.00	5,000.00	0.00	0.00	900.00	0.00	105,645.00
0004	113	ASSISTANT DISTRICT ATTORNEY V	20	5	91,333.00	91,333.00	91,333.00	4,800.00	0.00	0.00	900.00	0.00	97,033.00
0005	113	ASSISTANT DISTRICT ATTORNEY V	20	5	91,333.00	91,333.00	91,333.00	5,000.00	0.00	0.00	900.00	0.00	97,233.00
0006	113	ASSISTANT DISTRICT ATTORNEY V	20	4	88,529.00	88,529.00	88,529.00	5,000.00	0.00	0.00	900.00	0.00	94,429.00
0007	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	52,254.00	52,600.00	0.00	0.00	0.00	900.00	0.00	53,500.00
0008	113	ASSISTANT DISTRICT ATTORNEY V	20	3	85,725.00	85,725.00	86,460.00	3,120.00	0.00	0.00	900.00	0.00	90,480.00
0009	113	ASSISTANT DISTRICT ATTORNEY I	12	5	49,344.00	49,344.00	49,344.00	0.00	0.00	0.00	900.00	0.00	50,244.00
0010	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	65,071.00	65,071.00	0.00	0.00	0.00	900.00	0.00	65,971.00
0011	113	ASSISTANT DISTRICT ATTORNEY IV	18	5	78,303.00	78,303.00	78,303.00	5,000.00	0.00	0.00	900.00	0.00	84,203.00
0012	113	ASSISTANT DISTRICT ATTORNEY IV	18	5	78,303.00	78,303.00	78,303.00	4,560.00	0.00	0.00	900.00	0.00	83,763.00
0013	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	75,899.00	75,899.00	76,200.00	2,880.00	0.00	0.00	900.00	0.00	79,980.00
0014	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	71,091.00	71,900.00	4,080.00	0.00	0.00	900.00	0.00	76,880.00
0015	113	ASSISTANT DISTRICT ATTORNEY IV	18	3	73,495.00	73,495.00	73,980.00	2,400.00	0.00	0.00	900.00	0.00	77,280.00
0016	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	71,091.00	72,180.00	2,400.00	0.00	0.00	900.00	0.00	75,480.00
0017	113	ASSISTANT DISTRICT ATTORNEY II	14	5	57,555.00	57,555.00	57,555.00	960.00	0.00	0.00	900.00	0.00	59,415.00
0018	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	71,091.00	71,091.00	1,920.00	0.00	0.00	900.00	0.00	73,911.00
0019	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	66,634.00	66,634.00	2,160.00	0.00	0.00	900.00	0.00	69,694.00
0020	113	ASSISTANT DISTRICT ATTORNEY III	16	6	69,193.00	69,193.00	69,193.00	1,920.00	0.00	0.00	900.00	0.00	72,013.00
0021	113	ASSISTANT DISTRICT ATTORNEY III	16	5	67,132.00	67,132.00	67,750.00	1,200.00	0.00	0.00	900.00	0.00	69,850.00
0022	113	ASSISTANT DISTRICT ATTORNEY III	16	5	67,132.00	63,071.00	63,071.00	2,160.00	0.00	0.00	900.00	0.00	66,131.00
0023	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	67,536.00	67,536.00	4,560.00	0.00	0.00	900.00	0.00	72,996.00
0024	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	52,254.00	52,600.00	0.00	0.00	0.00	900.00	0.00	53,500.00
0026	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	61,043.00	61,043.00	1,440.00	0.00	0.00	900.00	0.00	63,383.00

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2010 GRADE & STEP SALARY	2010 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2010 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpret. 116	Supplm. 117	Auto A. 118		Clothing 119
0027	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	61,011.00	61,011.00	2,160.00	0.00	0.00	900.00	0.00	64,071.00
0028	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	59,488.00	59,488.00	1,920.00	0.00	0.00	900.00	0.00	62,308.00
0029	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	55,935.00	55,935.00	0.00	0.00	0.00	900.00	0.00	56,835.00
0030	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	55,788.00	55,788.00	0.00	0.00	0.00	900.00	0.00	56,688.00
0031	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	59,015.00	59,140.00	1,200.00	0.00	0.00	900.00	0.00	61,240.00
0032	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	56,896.00	56,896.00	1,200.00	0.00	0.00	900.00	0.00	58,996.00
0033	113	ASSISTANT DISTRICT ATTORNEY II	14	0	47,963.00	47,963.00	49,100.00	0.00	0.00	0.00	900.00	0.00	50,000.00
0034	113	CRIMINAL INVESTIGATOR III	16	1	58,888.00	54,890.00	54,891.00	0.00	0.00	0.00	0.00	0.00	54,891.00
0035	113	HUMAN RESOURCES COORDINATOR IV	15	4	60,250.00	58,220.00	58,220.00	1,560.00	0.00	0.00	0.00	0.00	59,780.00
0036	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	58,020.00	58,100.00	1,200.00	0.00	0.00	900.00	0.00	60,200.00
0037	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	52,254.00	53,100.00	0.00	0.00	0.00	900.00	0.00	54,000.00
0038	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	55,884.00	55,884.00	960.00	0.00	0.00	900.00	0.00	57,744.00
0039	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	50,487.00	50,487.00	4,320.00	0.00	0.00	900.00	0.00	55,707.00
0040	113	ASSISTANT DISTRICT ATTORNEY II	14	6	59,322.00	54,303.00	54,303.00	960.00	0.00	0.00	900.00	0.00	56,163.00
0041	113	ASSISTANT DISTRICT ATTORNEY I	12	5	49,344.00	49,344.00	49,344.00	0.00	0.00	0.00	900.00	0.00	50,244.00
0042	113	CRIMINAL INVESTIGATOR II	14	4	55,788.00	51,743.00	51,743.00	780.00	0.00	0.00	3,600.00	0.00	56,123.00
0043	113	ASSISTANT DISTRICT ATTORNEY II	14	3	54,021.00	52,865.00	52,944.00	0.00	0.00	0.00	900.00	0.00	53,844.00
0044	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	52,575.00	52,575.00	960.00	0.00	0.00	900.00	0.00	54,435.00
0045	113	ASSISTANT DISTRICT ATTORNEY I	12	7	52,374.00	52,374.00	52,374.00	0.00	0.00	0.00	900.00	0.00	53,274.00
0046	113	ASSISTANT DISTRICT ATTORNEY II	14	6	59,322.00	54,303.00	54,303.00	960.00	0.00	0.00	900.00	0.00	56,163.00
0047	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	53,941.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0048	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	50,587.00	50,924.00	0.00	0.00	0.00	900.00	0.00	51,824.00
0049	113	ASSISTANT DISTRICT ATTORNEY II	14	4	55,788.00	54,092.00	54,092.00	0.00	0.00	0.00	900.00	0.00	54,992.00
0050	111	CRIMINAL DISTRICT ATTORNEY				48,654.00	48,654.00	0.00	0.00	0.00	8,000.00	0.00	56,654.00
0051	113	ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00	49,009.00	49,009.00	0.00	0.00	0.00	900.00	0.00	49,909.00
0052	113	ACCOUNTANT IV	14	2	52,254.00	47,227.00	47,227.00	1,080.00	0.00	0.00	0.00	0.00	48,307.00
0053	113	CRIMINAL INVESTIGATOR I	12	5	49,344.00	44,908.00	45,531.00	0.00	0.00	0.00	0.00	0.00	45,531.00

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2010 GRADE & STEP SALARY	2010 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2010 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplm. 117	Auto A. 118		Clothing 119
0054	113	CRIMINAL INVESTIGATOR I	12	4	47,829.00	43,319.00	43,319.00	1,800.00	0.00	0.00	3,600.00	0.00	48,719.00
0055	113	EXECUTIVE ASSISTANT II	13	2	48,383.00	43,322.00	43,322.00	1,140.00	0.00	0.00	0.00	0.00	44,462.00
0056	113	EXECUTIVE ASSISTANT I	11	5	45,690.00	40,742.00	41,168.00	1,860.00	0.00	0.00	0.00	0.00	43,028.00
0057	113	EXECUTIVE ASSISTANT I	11	2	41,481.00	36,495.00	36,582.00	1,200.00	0.00	0.00	0.00	0.00	37,782.00
0058	113	EXECUTIVE ASSISTANT I	11	2	41,481.00	36,495.00	36,582.00	1,020.00	0.00	0.00	0.00	0.00	37,602.00
0059	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,465.00	33,852.00	480.00	0.00	0.00	0.00	0.00	34,332.00
0060	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,465.00	33,852.00	960.00	0.00	0.00	0.00	0.00	34,812.00
0061	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,365.00	33,365.00	480.00	0.00	0.00	0.00	0.00	33,845.00
0062	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,323.00	33,323.00	900.00	0.00	0.00	0.00	0.00	34,223.00
0063	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,323.00	33,323.00	1,140.00	0.00	0.00	0.00	0.00	34,463.00
0064	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,323.00	33,323.00	780.00	0.00	0.00	0.00	0.00	34,103.00
0065	113	ADMINISTRATIVE ASSISTANT IV	10	1	37,109.00	32,122.00	32,214.00	960.00	0.00	0.00	0.00	0.00	33,174.00
0066	113	ADMINISTRATIVE ASSISTANT II	6	2	28,231.00	25,207.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0067	113	ADMINISTRATIVE ASSISTANT III	8	5	36,271.00	31,280.00	31,328.00	0.00	0.00	0.00	0.00	0.00	31,328.00
0068	113	ADMINISTRATIVE ASSISTANT III	8	4	35,157.00	30,221.00	30,600.00	600.00	0.00	0.00	0.00	0.00	31,200.00
0069	113	CLERK II	3	1	21,653.00	21,653.00	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00
0070	113	ADMINISTRATIVE ASSISTANT II	6	6	32,051.00	27,045.00	27,045.00	420.00	0.00	0.00	0.00	0.00	27,465.00
0071	113	CLERK II	3	1	21,653.00	21,653.00	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00
0072	113	ADMINISTRATIVE ASSISTANT II	6	5	31,096.00	26,080.00	26,080.00	420.00	0.00	0.00	0.00	0.00	26,500.00
0073	113	ADMINISTRATIVE ASSISTANT I	4	3	25,021.00	25,021.00	25,021.00	0.00	0.00	0.00	0.00	0.00	25,021.00
0074	113	ADMINISTRATIVE ASSISTANT II	6	4	30,141.00	25,116.00	25,116.00	0.00	0.00	0.00	0.00	0.00	25,116.00
0075	113	ADMINISTRATIVE ASSISTANT II	6	1	27,276.00	24,278.00	24,300.00	300.00	0.00	0.00	0.00	0.00	24,600.00
0076	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	24,192.00	24,220.00	0.00	0.00	0.00	0.00	0.00	24,220.00
0077	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	24,154.00	24,154.00	0.00	0.00	0.00	0.00	0.00	24,154.00
0078	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	24,154.00	24,154.00	0.00	0.00	0.00	0.00	0.00	24,154.00
0079	113	ADMINISTRATIVE ASSISTANT II	6	3	29,186.00	24,154.00	24,154.00	0.00	0.00	0.00	0.00	0.00	24,154.00
0080	113	ADMINISTRATIVE ASSISTANT II	6	2	28,231.00	23,279.00	23,500.00	0.00	0.00	0.00	0.00	0.00	23,500.00

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2010 GRADE & STEP SALARY	2010 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpct. 116	Supplem. 117	Auto A. 118	Clothing 119	
0081	113	ADMINISTRATIVE ASSISTANT I	4	5	26,657.00	21,720.00	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00
0082	113	CLERK II	3	1	21,653.00	21,653.00	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00
0083	113	ADMINISTRATIVE ASSISTANT I	4	3	25,021.00	25,021.00	25,021.00	0.00	0.00	0.00	0.00	0.00	25,021.00
0084	113	CLERK II	3	1	21,653.00	21,653.00	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00
0085	113	ADMINISTRATIVE ASSISTANT I	4	0	22,216.00	19,550.00	19,550.00	0.00	0.00	0.00	0.00	0.00	19,550.00
0086	113	CLERK II	3	1	21,653.00	21,653.00	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00
0087	113	CRIMINAL INVESTIGATOR I	12	0	41,120.00	41,120.00	41,120.00	0.00	0.00	0.00	0.00	0.00	41,120.00
0088	113	CLERK II	3	1	21,653.00	21,653.00	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00
0089	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	75,899.00	75,899.00	75,899.00	0.00	0.00	0.00	900.00	0.00	76,799.00
0090	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	60,949.00	61,027.00	3,360.00	0.00	0.00	900.00	0.00	65,287.00
CREATE THE FOLLOWING POSITIONS													
0091	113	ASSISTANT DISTRICT ATTORNEY IV	18	1	68,687.00	68,687.00	0.00	0.00	0.00	0.00	5990.00	0.00	0.00
0092	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	50,487.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0093	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	50,487.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL					4,670,097.00	4,502,128.00	4,265,880.00						4,424,920.00

All Assistant District Attorneys are allocated \$900.00 annual auto allowance.
 Approval to delete one vacant full time Assistant District Attorney V position, slot no. 002, Grade 20.
 Approval to create one full time Assistant District Attorney IV position, slot no. 091, Grade 18.
 Approval to create two (2) full time Assistant District Attorney II position(s), slot no.'s 092 & 093, Grade 14.

PERSONNEL ACTIONS PENDING CC APPROVAL.