



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: D.A. (080-002) & D.A. INVESTIGATION HB 65 (080-007) DATE: 05/24/2011

DEPARTMENT NUMBER: 080

PROGRAM NUMBER: 002 & 007

CURRENT SLOT #: 009

### DEPARTMENT CLASSIFICATION REQUEST- (RECLASSIFICATION)

ASSISTANT DISTRICT ATTORNEY I

49,344.00 (GRADE 12, STEP 5)

Classification/Position Title

Pay Grade/Salary

### REQUESTED GRADE/ TITLE:

ASSISTANT DISTRICT ATTORNEY III

58,888.00 (GRADE 16, STEP 1)

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

Assistant District Attorney III

58,888.00 (Grade 16, Step 1)

Classification/Position Title

Pay Grade/Salary

### COMMENTS:

INCREASE IN SALARY WILL BE FUNDED FROM D.A. INVESTIGATION HB 65 FUNDS (FUND 1223)

### SIGNATURES

John A. Coody  
Human Resources Representative

5/25/2011  
Date

Norma G. Garcia  
County Treasurer Representative

05/25/11  
Date

[Signature]  
Budget & Management Representative

05/25/2011  
Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002)  
 DA INVESTIGATION HB65 (080-007)

DATE: 05/24/2011

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY I

CURRENT SLOT. #:  
 (080-002) - 0009  
 (080-007) - 0062

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

<b>(080-002)</b>	49,344.00	49,344.00	
Salary Amount:	\$ (GRADE 12, STEP 5)	\$ (GRADE 16, STEP 1)	\$ 0.00
	Current Budgeted Salary	Proposed Budgeted Salary	Net Change
 <b>(080-007)</b>		9,544.00	
Salary Amount:	\$ 0.00	\$ (GRADE 16, STEP 1)	\$ 9,544.00
	Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other DA INVESTIGATION HB65 FUNDS

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114  \_\_\_\_\_

Full Time Temporary Object 121     Part Time Temporary Object 122  \$ \_\_\_\_\_

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.)
CIVIL SERVICE:				
Exempt	<input checked="" type="checkbox"/>	FLSA:	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt		<input type="checkbox"/>
N/A	<input type="checkbox"/>			

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

WE WOULD LIKE TO BRING HER PAY UP BECAUSE SHE IS EARNING LESS THAN THE STARTING SALARY OF A NEWLY HIRED ASST. DA. DURING HER 2 YEARS OF EMPLOYMENT SHE HAS PROVEN TO BE A KNOWLEDGEABLE EMPLOYEE WHEN HANDLING FELONY CRIMINAL APPEALS.

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

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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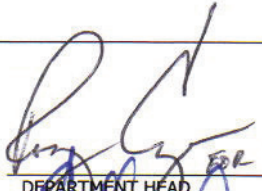
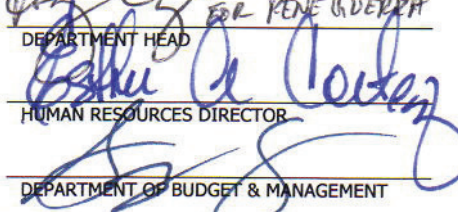
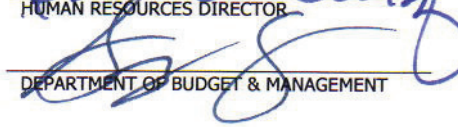
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 FOR RENE GUERRA DEPARTMENT HEAD	5/24/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/25/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/25/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: D.A. (080-002) & D.A. INVESTIGATION HB 65 (080-007)      DATE: 05/24/2011

DEPARTMENT NUMBER: 080

PROGRAM NUMBER: 002 & 007

CURRENT SLOT #: 030

### DEPARTMENT CLASSIFICATION REQUEST- (RECLASSIFICATION)

ASSISTANT DISTRICT ATTORNEY II

55,788.00 (GRADE 14, STEP 4)

Classification/Position Title

Pay Grade/Salary

### REQUESTED GRADE/ TITLE:

ASSISTANT DISTRICT ATTORNEY III

58,888.00 (GRADE 16, STEP 1)

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

*Assistant District Attorney III*

*58,888.00 (Grade 16, Step 1)*

Classification/Position Title

Pay Grade/Salary

### COMMENTS:

INCREASE IN SALARY WILL BE FUNDED FROM D.A. INVESTIGATION HB 65 FUNDS (FUND 1223)

### SIGNATURES

*John A. Cooney*  
Human Resources Representative

*5/25/2011*  
Date

*Norma G. Garcia*  
County Treasurer Representative

*05/25/11*  
Date

*[Signature]*  
Budget & Management Representative

*05/25/2011*  
Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002)  
DA INVESTIGATION HB65 (080-007)

DATE: 05/24/2011

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

CURRENT SLOT. #:  
(080-002) - 0030  
(080-007) - 0064

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

(080-002)	\$	55,788.00	\$	55,788.00	\$	0.00
Salary Amount:		(GRADE 14, STEP 4)		(GRADE 16, STEP 1)		Net Change
		Current Budgeted Salary		Proposed Budgeted Salary		
(080-007)	\$	0.00	\$	3,100.00	\$	3,100.00
Salary Amount:		Current Budgeted Salary		(GRADE 16, STEP 1)		Net Change
				Proposed Budgeted Salary		

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other DA INVESTIGATION HB65 FUNDS

### POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114  \_\_\_\_\_  
 Full Time Temporary Object 121     Part Time Temporary Object 122  \$ \_\_\_\_\_  
 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.)
CIVIL SERVICE:	FLSA:			
Exempt	<input checked="" type="checkbox"/>	Exempt	<input checked="" type="checkbox"/>	
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

*SHE HAS BEEN GIVEN THE ADDITIONAL DUTY OF SUPERVISING AND ASSISTING THE ASSISTANT DAs IN THE MISDEMEANOR SECTION.*

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

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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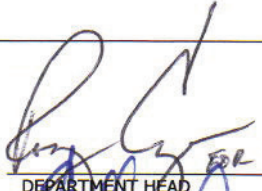
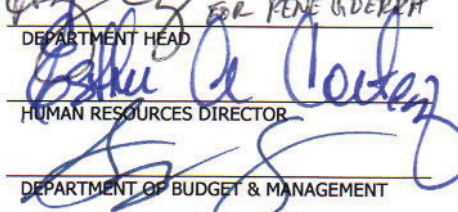
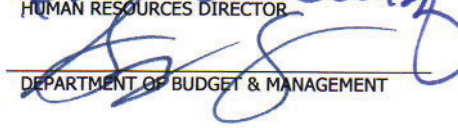
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 FOR RENE GUERRA DEPARTMENT HEAD	5/24/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/25/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/25/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: D.A. (080-002) & D.A. INVESTIGATION HB 65 (080-007)      DATE: 05/24/2011

DEPARTMENT NUMBER: 080

PROGRAM NUMBER: 002 & 007

CURRENT SLOT #: 039

### DEPARTMENT CLASSIFICATION REQUEST- (RECLASSIFICATION)

ASSISTANT DISTRICT ATTORNEY II

50,487.00 (GRADE 14, STEP 1)

Classification/Position Title

Pay Grade/Salary

### REQUESTED GRADE/ TITLE:

ASSISTANT DISTRICT ATTORNEY III

58,888.00 (GRADE 16, STEP 1)

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

Assistant District Attorney III

58,888.00 (Grade 16, Step 1)

Classification/Position Title

Pay Grade/Salary

### COMMENTS:

INCREASE IN SALARY WILL BE FUNDED FROM D.A. INVESTIGATION HB 65 FUNDS (FUND 1223)

### SIGNATURES

[Signature]  
Human Resources Representative

5/25/2011  
Date

[Signature]  
County Treasurer Representative

05/25/11  
Date

[Signature]  
Budget & Management Representative

05/25/2011  
Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002)  
DA INVESTIGATION HB65 (080-007)

DATE: 05/24/2011

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

CURRENT SLOT. #:  
(080-002) - 0039  
(080-007) - 0067

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

(080-002)	50,487.00	50,487.00	
Salary Amount:	\$ (GRADE 14, STEP 1)	\$ (GRADE 16, STEP 1)	\$ 0.00
	Current Budgeted Salary	Proposed Budgeted Salary	Net Change
(080-007)	0.00	8,401.00	
Salary Amount:	\$ 0.00	\$ (GRADE 16, STEP 1)	\$ 8,401.00
	Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other DA INVESTIGATION HB65 FUNDS

### POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114  \_\_\_\_\_  
Full Time Temporary Object 121     Part Time Temporary Object 122  \$ \_\_\_\_\_  
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.)
CIVIL SERVICE:	FLSA:			
Exempt <input checked="" type="checkbox"/>	Exempt <input checked="" type="checkbox"/>			
Non-Exempt <input type="checkbox"/>	Non-Exempt <input type="checkbox"/>			
N/A <input type="checkbox"/>				

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

*EMPLOYEE IS A RETURNING EMPLOYEE THAT HAS BEEN HANDLING MAJOR FELONY CASES.*

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

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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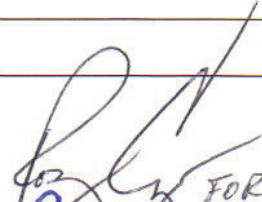
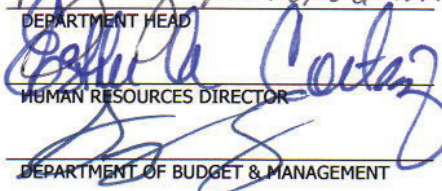
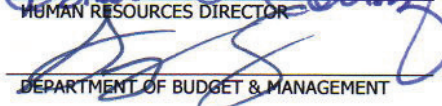
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 FOR RENÉ GUERRA	5/24/2011	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 PATRICIA CORTAZ	5/25/2011	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/25/2011	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: D.A. (080-002) & D.A. INVESTIGATION HB 65 (080-007)      DATE: 05/24/2011

DEPARTMENT NUMBER: 080

PROGRAM NUMBER: 002 & 007

CURRENT SLOT #: 041

### DEPARTMENT CLASSIFICATION REQUEST- (RECLASSIFICATION)

ASSISTANT DISTRICT ATTORNEY I

49,344.00 (GRADE 12, STEP 5)

Classification/Position Title

Pay Grade/Salary

### REQUESTED GRADE/ TITLE:

ASSISTANT DISTRICT ATTORNEY II

52,254.00 (GRADE 14, STEP 2)

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

Assistant District Attorney II

52,254.00 (Grade 14, Step 2)

Classification/Position Title

Pay Grade/Salary

### COMMENTS:

INCREASE IN SALARY WILL BE FUNDED FROM D.A. INVESTIGATION HB 65 FUNDS (FUND 1223)

### SIGNATURES

[Signature]  
Human Resources Representative

5/25/2011  
Date

[Signature]  
County Treasurer Representative

05/25/11  
Date

[Signature]  
Budget & Management Representative

05/25/2011  
Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002)  
DA INVESTIGATION HB65 (080-007)

DATE: 05/24/2011

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY I

CURRENT SLOT. #:  
(080-002) - 0041  
(080-007) - 0061

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

(080-002)	49,344.00	49,344.00	
Salary Amount:	\$ (GRADE 12, STEP 5)	\$ (GRADE 14, STEP 2)	\$ 0.00
	Current Budgeted Salary	Proposed Budgeted Salary	Net Change
(080-007)	0.00	2,910.00	
Salary Amount:	\$ 0.00	\$ (GRADE 14, STEP 2)	\$ 2,910.00
	Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other DA INVESTIGATION HB65 FUNDS

### POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114  \_\_\_\_\_  
Full Time Temporary Object 121     Part Time Temporary Object 122  \$ \_\_\_\_\_  
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.)
CIVIL SERVICE:				
Exempt	<input checked="" type="checkbox"/>	FLSA:	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>			

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)  
EMPLOYEE HAS BEEN PROMOTED TO THE FELONY DEPT. FROM THE MISDEMEANOR DEPT.

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

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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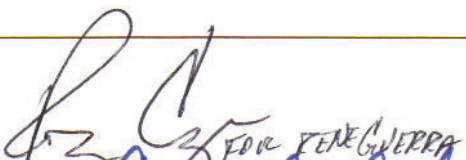
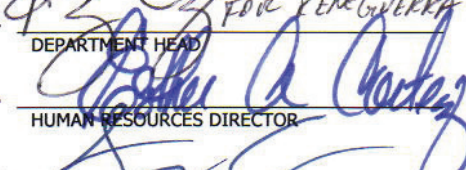
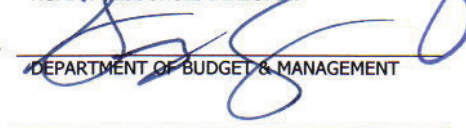
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	FOR FENE GUERRA 5/24/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/25/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/25/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: D.A. (080-002) & D.A. INVESTIGATION HB 65 (080-007) DATE: 05/24/2011

DEPARTMENT NUMBER: 080

PROGRAM NUMBER: 002 & 007

CURRENT SLOT #: 045

### DEPARTMENT CLASSIFICATION REQUEST- (RECLASSIFICATION)

ASSISTANT DISTRICT ATTORNEY I

52,374.00 (GRADE 12, STEP 7)

Classification/Position Title

Pay Grade/Salary

### REQUESTED GRADE/ TITLE:

ASSISTANT DISTRICT ATTORNEY II

54,021.00 (GRADE 14, STEP 3)

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

Assistant District Attorney II

54,021.00 (Grade 14, Step 3)

Classification/Position Title

Pay Grade/Salary

### COMMENTS:

INCREASE IN SALARY WILL BE FUNDED FROM D.A. INVESTIGATION HB 65 FUNDS (FUND 1223)

### SIGNATURES

[Signature]  
Human Resources Representative

5/25/2011  
Date

[Signature]  
County Treasurer Representative

05/25/11  
Date

[Signature]  
Budget & Management Representative

05/25/2011  
Date



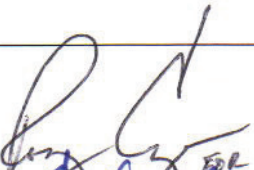
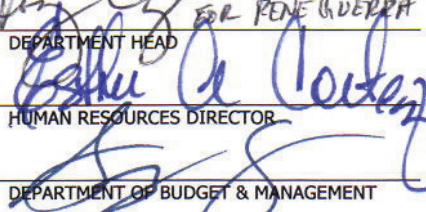

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	5/24/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/25/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/25/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: D.A. INVESTIGATION HB 65 (080-007)

DATE: 05/24/2011

DEPARTMENT NUMBER: 080

PROGRAM NUMBER: 007

CURRENT SLOT #: 057

### DEPARTMENT CLASSIFICATION REQUEST- (RECLASSIFICATION)

ASSISTANT DISTRICT ATTORNEY I

49,344.00 (GRADE 12, STEP 5)

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

ASSISTANT DISTRICT ATTORNEY II

52,254.00 (GRADE 14, STEP 2)

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

Assistant District Attorney II

52,254.00 (Grade 14, Step 2)

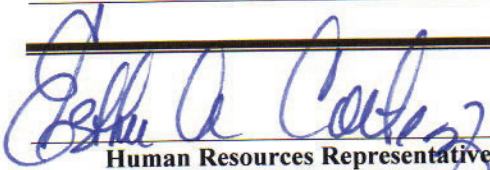
Classification/Position Title

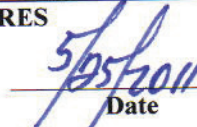
Pay Grade/Salary

COMMENTS:

INCREASE IN SALARY WILL BE FUNDED FROM D.A. INVESTIGATION HB 65 FUNDS (FUND 1223)

### SIGNATURES

  
Human Resources Representative

  
Date

  
County Treasurer Representative

05/25/11  
Date

  
Budget & Management Representative

05/25/2011  
Date



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA INVESTIGATION HB65 (080-007)

DATE: 05/24/2011

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY I

CURRENT SLOT #: 0057

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 49,344.00 (GRADE 12, STEP 5)    \$ 52,254.00 (GRADE 14, STEP 2)    \$ 2,910.00  
Current Budgeted Salary    Proposed Budgeted Salary    Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other DA INVESTIGATION HB65 FUNDS

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114

Full Time Temporary Object 121     Part Time Temporary Object 122

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.)

**CIVIL SERVICE:**

Exempt     FLSA: Exempt

Non-Exempt     Non-Exempt

N/A

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

EMPLOYEE HAS BEEN PROMOTED TO THE FELONY DEPT. FROM THE MISDEMEANOR DEPT.

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

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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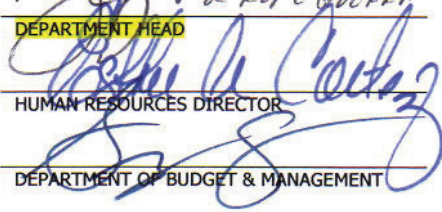
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 FOR RENE GUERRA DEPARTMENT HEAD	5/24/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/25/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/25/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA BAD CK (080-006)

DATE: 05/25/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: T022

REQUESTED POSITION TITLE: CLERK I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:	\$	<u>0.00</u>	\$	<u>17,636.00</u>	\$	<u>17,636.00</u>
		Current Budgeted Salary		(Grade 1, Step 0) Proposed Budgeted Salary		Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other DA BAD CK FUND (FUND 1222)

**POSITION Type:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>9.00/ HR</u>
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	\$ _____
				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.)
CIVIL SERVICE:				
Exempt	<input checked="" type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt		<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

THIS POSITION WILL ASSIST DURING THE SUMMER.

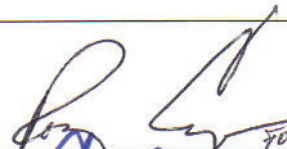
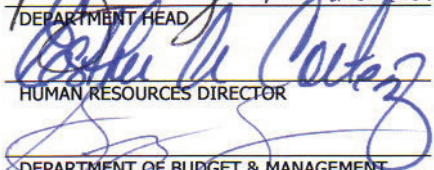

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	5/25/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/25/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/25/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

## **ASSISTANT DISTRICT ATTORNEY I**

**GRADE: 12**

### **GENERAL DESCRIPTION**

Performs entry-level legal work; Work involves performing all duties as assistants to higher level licensed attorneys.

### **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

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

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

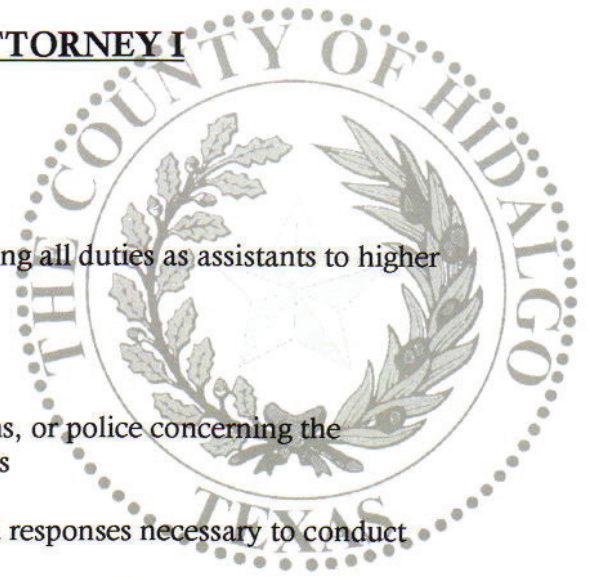
Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Experience in legal setting preferred. Juris Doctorate (JD) degree required. Experience and education may be substituted for one another.



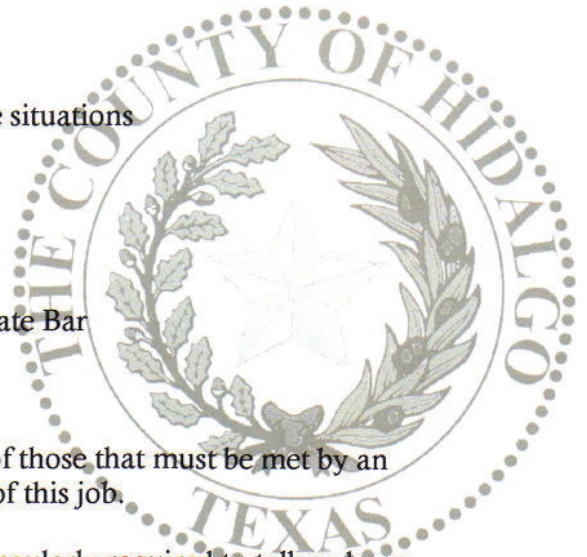
### **Knowledge, Skills, and Abilities**

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Must be computer literate

Be in the process of obtaining a license from the Texas State Bar



### **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:

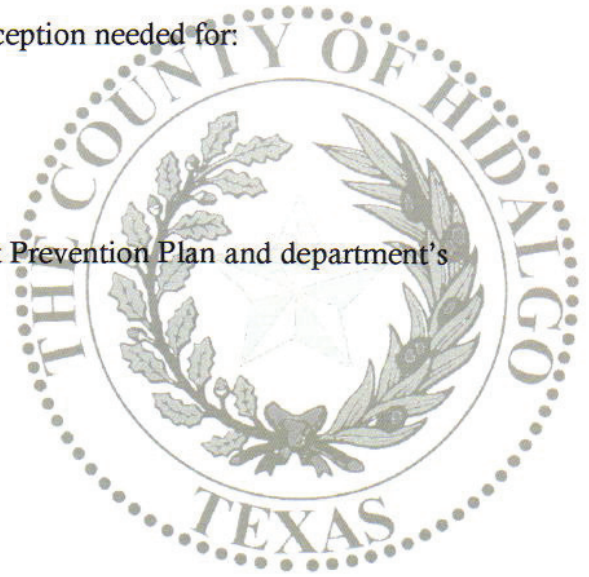
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## 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

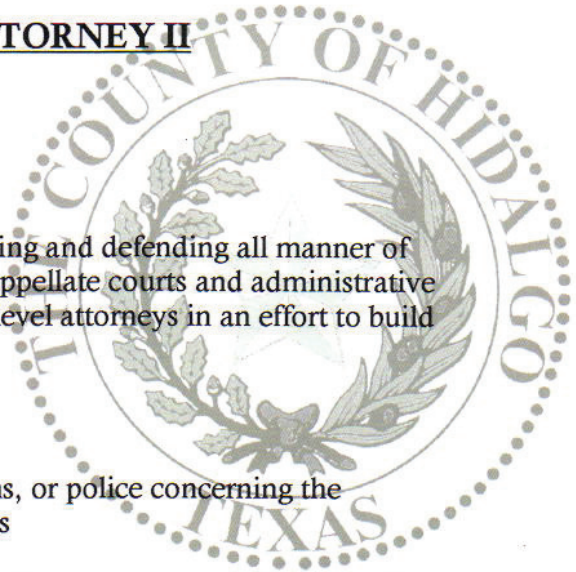
Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

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.

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.

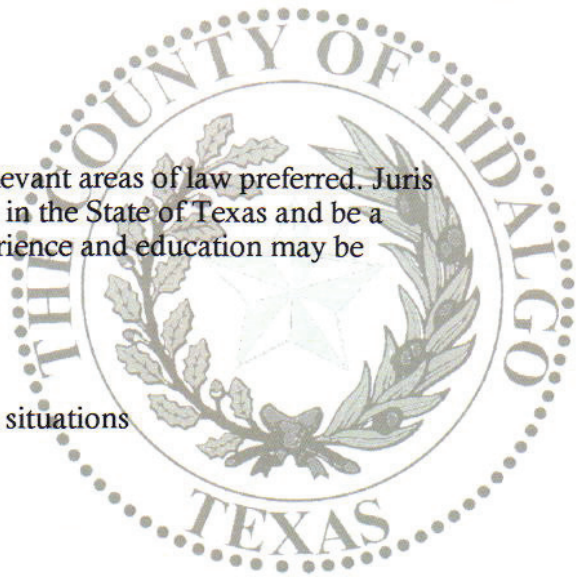
The noise level in the work environment is usually moderate.

### **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:



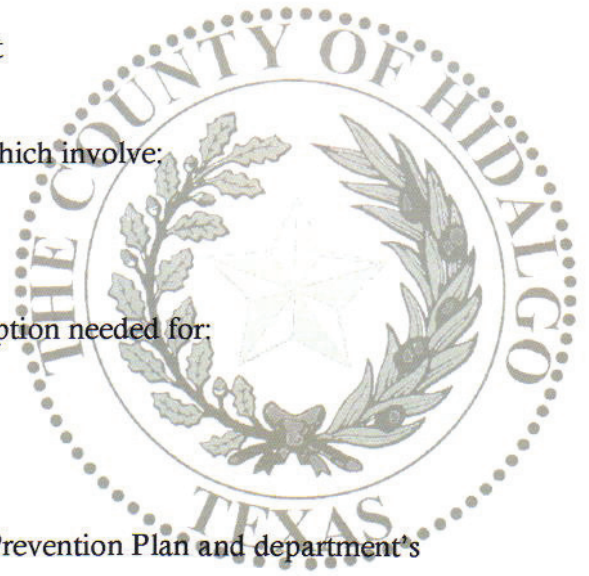
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## ASSISTANT DISTRICT ATTORNEY III

**GRADE: 16**

### **GENERAL DESCRIPTION**

Performs intermediate-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

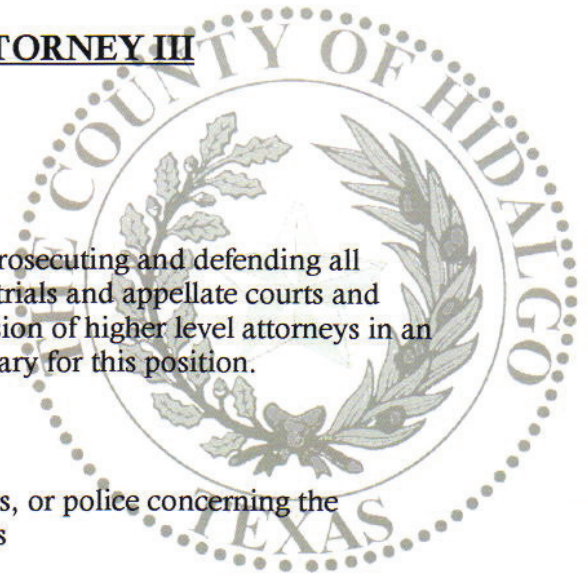
Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

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**

Two (2) 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

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 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:

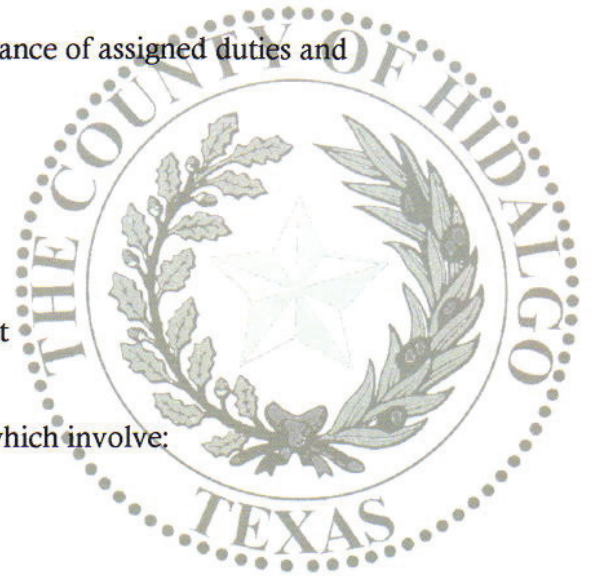
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## CLERK I

**GRADE: 01**

### **GENERAL DESCRIPTION**

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Reviews completed forms for signatures and proper entries

Provides information to the public by mail or telephone

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

Assembles, organizes, and tabulates data; may perform data entry and retrieval

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Six (6) months of experience with clerical operations; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

### **Registration, Certification, or Licensure**

May require a valid driver's license

### **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:

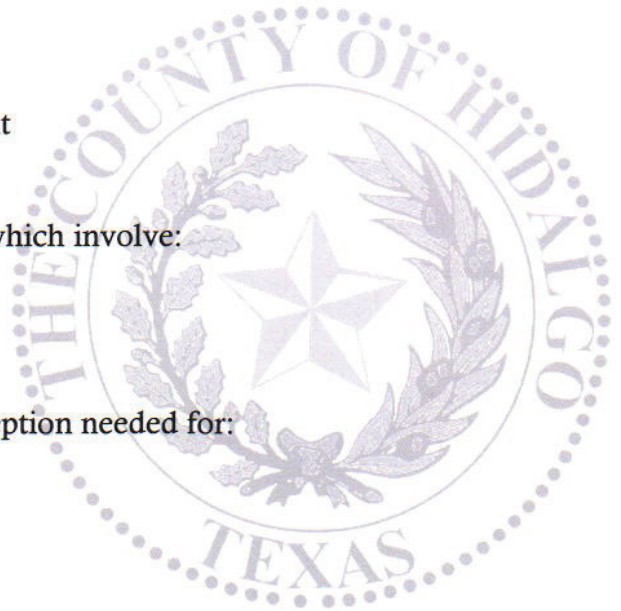
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

1-1223-412-00-080-007-0

DA INVESTIGATION HB65

**AI - 26807**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	
0063	113	ASSISTANT DISTRICT ATTORNEY II	14	3	54,021.00	1,647.00	0.00	0.00	0.00	0.00	0.00	0.00
0064	113	ASSISTANT DISTRICT ATTORNEY III	16	1	58,888.00	3,100.00	0.00	0.00	0.00	0.00	0.00	0.00
0065	113	ASSISTANT DISTRICT ATTORNEY II	14	3	54,021.00	921.00	0.00	0.00	0.00	0.00	0.00	0.00
0066	113	ASSISTANT DISTRICT ATTORNEY II	14	3	54,021.00	1,421.00	0.00	0.00	0.00	0.00	0.00	0.00
0067	113	ASSISTANT DISTRICT ATTORNEY III	16	1	58,888.00	8,401.00	0.00	0.00	0.00	0.00	0.00	0.00
0068	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	2,061.00	0.00	0.00	0.00	0.00	0.00	0.00
0069	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	2,061.00	0.00	0.00	0.00	0.00	0.00	0.00
0070	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	2,061.00	0.00	0.00	0.00	0.00	0.00	0.00
					3,238,489.00	387,969.00	291,295.00	0.00	0.00	0.00	0.00	292,195.00

- Approval to reclassify the above highlighted six (6) full-time positions effective next full pay period, 06/06/2011. Reviewed and recommended by the Classification Committee as per Sections 6.27 - 6.33 of the Hidalgo County Personnel Policy Manual.
- Approval of merit pay increase for the above eight (8) full time positions in the District Attorney's department pursuant to the Hidalgo County Classification and Compensation Pay Plan. Personnel actions pending CC approval.

**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

**1-1100-412-00-080-002-0**

**CRIMINAL DA**

**AI - 26807**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplm. 117	Auto A. 118	Clothing 119	
0001	113	ASSISTANT DISTRICT ATTORNEY V	20	9	102,549.00	102,549.00	102,549.00	5,000.00	0.00	0.00	900.00	0.00	108,449.00
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	5,000.00	0.00	0.00	900.00	0.00	97,233.00
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	2	82,921.00	82,921.00	82,921.00	4,560.00	0.00	0.00	900.00	0.00	88,381.00
0007	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	50,487.00	50,487.00	0.00	0.00	0.00	900.00	0.00	51,387.00
0008	113	ASSISTANT DISTRICT ATTORNEY V	20	3	85,725.00	85,725.00	86,460.00	3,360.00	0.00	0.00	900.00	0.00	90,720.00
0009	113	ASSISTANT DISTRICT ATTORNEY II	16	1	58,888.00	58,888.00	58,888.00	0.00	0.00	0.00	900.00	0.00	59,788.00
0009	113	ASSISTANT DISTRICT ATTORNEY I	12	6	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	3	73,495.00	73,495.00	73,495.00	1,920.00	0.00	0.00	900.00	0.00	76,315.00
0013	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	75,899.00	75,899.00	76,200.00	3,120.00	0.00	0.00	900.00	0.00	80,220.00
0014	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	71,091.00	71,900.00	4,320.00	0.00	0.00	900.00	0.00	77,120.00
0015	113	ASSISTANT DISTRICT ATTORNEY IV	18	3	73,495.00	73,495.00	73,980.00	2,640.00	0.00	0.00	900.00	0.00	77,520.00
0016	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	71,091.00	72,180.00	2,640.00	0.00	0.00	900.00	0.00	75,720.00
0017	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	50,487.00	50,487.00	0.00	0.00	0.00	900.00	0.00	51,387.00
0018	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	71,091.00	71,091.00	2,160.00	0.00	0.00	900.00	0.00	74,151.00
0019	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	66,634.00	66,634.00	2,400.00	0.00	0.00	900.00	0.00	69,934.00
0020	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	63,010.00	63,010.00	0.00	0.00	0.00	900.00	0.00	63,910.00
0020	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	60,949.00	60,949.00	1,200.00	0.00	0.00	900.00	0.00	63,049.00
0021	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	58,888.00	58,888.00	0.00	0.00	0.00	900.00	0.00	59,788.00
0022	113	ASSISTANT DISTRICT ATTORNEY III	16	5	67,132.00	63,071.00	63,071.00	2,400.00	0.00	0.00	900.00	0.00	66,371.00

**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

**1-1100-412-00-080-002-0**

**CRIMINAL DA**

**AI - 26807**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplm. 117	Auto A. 118	Clothing 119	
0023	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	71,091.00	67,536.00	67,536.00	1,680.00	0.00	0.00	900.00	0.00	70,116.00
		MERIT INCREASE ONLY		3	54,021.00	52,600.00							
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	1,680.00	0.00	0.00	900.00	0.00	63,623.00
0027	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	61,011.00	61,011.00	2,400.00	0.00	0.00	900.00	0.00	64,311.00
0028	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	59,488.00	59,488.00	2,160.00	0.00	0.00	900.00	0.00	62,548.00
0029	113	ASSISTANT DISTRICT ATTORNEY III	16	4	65,071.00	55,935.00	55,935.00	960.00	0.00	0.00	900.00	0.00	57,795.00
		ASSISTANT DISTRICT ATTORNEY III	16	1	58,888.00								
0030	113	ASSISTANT DISTRICT ATTORNEY-H	14	4	55,788.00	55,788.00	55,788.00	960.00	0.00	0.00	900.00	0.00	57,648.00
0031	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	59,015.00	59,140.00	1,440.00	0.00	0.00	900.00	0.00	61,480.00
0032	113	ASSISTANT DISTRICT ATTORNEY III	16	2	60,949.00	56,896.00	56,896.00	1,440.00	0.00	0.00	900.00	0.00	59,236.00
0033	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	50,487.00	50,487.00	0.00	0.00	0.00	900.00	0.00	51,387.00
0034	113	CRIMINAL INVESTIGATOR III	16	1	58,888.00	54,890.00	54,891.00	360.00	0.00	0.00	0.00	0.00	55,251.00
0035	113	HUMAN RESOURCES COORDINATOR IV	15	4	60,250.00	58,220.00	58,220.00	1,620.00	0.00	0.00	0.00	0.00	59,840.00
0036	113	ASSISTANT DISTRICT ATTORNEY III	16	3	63,010.00	58,020.00	58,100.00	1,440.00	0.00	0.00	900.00	0.00	60,440.00
		MERIT INCREASE ONLY		3	54,021.00	54,021.00							
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	1,440.00	0.00	0.00	900.00	0.00	58,224.00
		ASSISTANT DISTRICT ATTORNEY III	16		58,888.00								
0039	113	ASSISTANT DISTRICT ATTORNEY-H	14	1	50,487.00	50,487.00	50,487.00	4,560.00	0.00	0.00	900.00	0.00	55,947.00
0040	113	ASSISTANT DISTRICT ATTORNEY II	14	6	59,322.00	54,303.00	54,303.00	1,200.00	0.00	0.00	900.00	0.00	56,403.00
		ASSISTANT DISTRICT ATTORNEY II	14	2	52,254.00								
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	840.00	0.00	0.00	3,600.00	0.00	56,183.00

**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

**1-1100-412-00-080-002-0**

**AI - 26807**

**CRIMINAL DA**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION							
								Longevity 115	Interpet. 116	Supplm. 117	Auto A. 118	Clothing 119								
		MERIT INCREASE ONLY																		
0043	113	ASSISTANT DISTRICT ATTORNEY II	14	3	55,788.00	52,944.00	52,944.00	0.00	0.00	0.00	900.00	0.00	53,844.00							
		MERIT INCREASE ONLY																		
0044	113	ASSISTANT DISTRICT ATTORNEY II	14	4	64,021.00	52,575.00	52,575.00	1,200.00	0.00	0.00	900.00	0.00	54,675.00							
		MERIT INCREASE ONLY																		
0045	113	ASSISTANT DISTRICT ATTORNEY II	14	3	57,555.00	52,374.00	52,374.00	0.00	0.00	0.00	900.00	0.00	53,274.00							
		MERIT INCREASE ONLY																		
0046	113	ASSISTANT DISTRICT ATTORNEY II	14	6	66,788.00	54,303.00	54,303.00	1,200.00	0.00	0.00	900.00	0.00	56,403.00							
		MERIT INCREASE ONLY																		
0047	113	ASSISTANT DISTRICT ATTORNEY II	14	1	54,021.00	48,816.00	48,816.00	0.00	0.00	0.00	900.00	0.00	49,716.00							
		MERIT INCREASE ONLY																		
0048	113	ASSISTANT DISTRICT ATTORNEY II	14	2	54,021.00	50,924.00	50,924.00	0.00	0.00	0.00	900.00	0.00	51,824.00							
		MERIT INCREASE ONLY																		
0049	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	48,952.00	48,952.00	0.00	0.00	0.00	900.00	0.00	49,852.00							
		MERIT INCREASE ONLY																		
0050	111	CRIMINAL DISTRICT ATTORNEY																		
0051	113	ASSISTANT DISTRICT ATTORNEY II	14	1	48,654.00	47,352.00	47,352.00	0.00	0.00	0.00	8,000.00	0.00	56,654.00							
		MERIT INCREASE ONLY																		
0052	113	ACCOUNTANT IV	14	2	50,487.00	47,352.00	47,352.00	1,140.00	0.00	0.00	900.00	0.00	48,252.00							
		MERIT INCREASE ONLY																		
0053	113	CRIMINAL INVESTIGATOR I	12	5	52,254.00	47,227.00	47,227.00	300.00	0.00	0.00	0.00	0.00	48,367.00							
		MERIT INCREASE ONLY																		
0054	113	CRIMINAL INVESTIGATOR I	12	4	49,344.00	43,319.00	43,319.00	1,860.00	0.00	0.00	3,600.00	0.00	48,779.00							
		MERIT INCREASE ONLY																		
0055	113	EXECUTIVE ASSISTANT II	13	2	47,829.00	43,322.00	43,322.00	1,200.00	0.00	0.00	0.00	0.00	44,522.00							
		MERIT INCREASE ONLY																		
0056	113	EXECUTIVE ASSISTANT I	11	5	48,383.00	40,742.00	41,168.00	1,920.00	0.00	0.00	0.00	0.00	43,088.00							
		MERIT INCREASE ONLY																		
0057	113	EXECUTIVE ASSISTANT I	11	2	45,690.00	36,495.00	36,582.00	1,260.00	0.00	0.00	0.00	0.00	37,842.00							
		MERIT INCREASE ONLY																		
0058	113	EXECUTIVE ASSISTANT I	11	2	41,481.00	36,495.00	36,582.00	1,080.00	0.00	0.00	0.00	0.00	37,662.00							
		MERIT INCREASE ONLY																		
0059	113	ADMINISTRATIVE ASSISTANT IV	10	2	41,481.00	33,465.00	33,852.00	540.00	0.00	0.00	0.00	0.00	34,392.00							
		MERIT INCREASE ONLY																		
0060	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,465.00	33,852.00	1,020.00	0.00	0.00	0.00	0.00	34,872.00							
		MERIT INCREASE ONLY																		
0061	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,365.00	33,365.00	540.00	0.00	0.00	0.00	0.00	33,905.00							
		MERIT INCREASE ONLY																		
0062	113	ADMINISTRATIVE ASSISTANT IV	10	2	38,408.00	33,323.00	33,323.00	960.00	0.00	0.00	0.00	0.00	34,283.00							



**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

**1-1100-412-00-080-002-0**

**AI - 26807**

**CRIMINAL DA**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119		
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	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	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	0.00	76,799.00
		<b>MERIT INCREASE ONLY</b>		<b>2</b>	<b>60,949.00</b>									
0090	113	ASSISTANT DISTRICT ATTORNEY III	16	4	<del>58,888.00</del>	58,888.00	58,888.00	0.00	0.00	0.00	900.00	0.00	0.00	59,788.00
0091	113	ASSISTANT DISTRICT ATTORNEY IV	18	0	65,253.00	68,687.00	65,253.00	3,600.00	0.00	0.00	900.00	0.00	0.00	69,753.00
0092	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	50,487.00	50,487.00	0.00	0.00	0.00	900.00	0.00	0.00	51,387.00
0093	113	ASSISTANT DISTRICT ATTORNEY II	14	1	50,487.00	50,487.00	50,487.00	0.00	0.00	0.00	900.00	0.00	0.00	51,387.00
								104,560.00	0.00	0.00	60,200.00	0.00	0.00	4,607,943.00

- Approval to reclassify the above highlighted six (6) full-time positions effective next full pay period, 06/06/2011. Reviewed and recommended by the Classification Committee as per Sections 6.27 - 6.33 of the Hidago County Personnel Policy Manual.
- Approval of merit pay increase for the above eight (8) full time positions in the District Attorney's department pursuant to the Hidalgo County Classification and Compensation Pay Plan. Personnel actions pending CC approval.



**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

1-1222-412-00-080-006-0

DA BAD CK

**AI - 26807**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0003	113	DEVELOPER & SYSTEM ENGINEER	17	5	72,503.00	72,503.00	73,392.00	720.00	0.00	0.00	3,600.00	0.00	77,712.00
G004	113	CRIME VICTIM COORDINATOR	10	3	39,707.00	10,026.00	10,026.00	0.00	0.00	0.00	0.00	0.00	10,026.00
0007	113	ADMINISTRATIVE ASSISTANT V	12	1	43,284.00	43,284.00	43,284.00	0.00	0.00	0.00	0.00	0.00	43,284.00
T009	122	CLERK IV	7	11	39,768.00	12,964.00	13,560.00	0.00	0.00	0.00	0.00	0.00	13,560.00
T011	122	CLERK I	1	0	17,636.00	20,800.00	20,800.00	0.00	0.00	0.00	0.00	0.00	20,800.00
T018	122	CLERK I	1	0	17,636.00	3,527.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T019	122	CLERK I	1	0	17,636.00	3,527.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T020	122	CLERK I	1	0	17,636.00	17,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T021	122	CLERK I	1	0	17,636.00	3,527.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T022	122	CLERK I	1	0	17,636.00	3,527.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					301,078.00	191,321.00	161,062.00	720.00	0.00	0.00	3,600.00	0.00	165,382.00

Approval to create one (1) temporary part-time Clerk I position, slot no. T022, grade 1, salary \$17,636.00/yr (hourly salary \$9.00/hr) .

**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.

To: Commissioner' Court  
 From: Sergio Cruz, Budget Officer  
 CC Date: Tuesday, May 31, 2011

Agenda Item: 26807

**Summary of request/proposal:**

**District Attorney (1100):**

1. Approval to reclassify the above highlighted six (6) full-time positions effective next full pay period, 06/06/2011. Reviewed and recommended by the Classification Committee as per Sections 6.27 - 6.33 of the Hidalgo County Personnel Policy Manual.
2. Approval of merit pay increase for the above eight (8) full time positions in the District Attorney's department pursuant to the Hidalgo County Classification and Compensation Pay Plan.

Fund	Current Position Title	New Position Title	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1100	ASST. DA I	ASST. DA II	0041	113	\$49,344.00 (GRADE 12, STEP 5)	\$49,344.00 (GRADE 14, STEP 2)	\$0.00
1100	ASST. DA I	ASST. DA III	0009	113	\$49,344.00 (GRADE 12, STEP 5)	\$49,344.00 (GRADE 16, STEP 1)	\$0.00
1100	ASST. DA I	ASST. DA II	0045	113	\$52,374.00 (GRADE 12, STEP 7)	\$52,374.00 (GRADE 14, STEP 3)	\$0.00
1100	ASST. DA II	ASST. DA III	0030	113	\$55,788.00 (GRADE 14, STEP 4)	\$55,788.00 (GRADE 16, STEP 1)	\$0.00
1100	ASST. DA II	ASST. DA III	0039	113	\$50,487.00 (GRADE 14, STEP 1)	\$50,487.00 (GRADE 16, STEP 1)	\$0.00
1100	ASST. DA II	ASST. DA II	0043	113	\$52,944.00 (GRADE 14, STEP 3)	\$52,944.00 (GRADE 14, STEP 4)	\$0.00
1100	ASST. DA II	ASST. DA II	0044	113	\$52,575.00 (GRADE 14, STEP 4)	\$52,575.00 (GRADE 14, STEP 5)	\$0.00
1100	ASST. DA II	ASST. DA II	0037	113	\$53,100.00 (GRADE 14, STEP 2)	\$53,100.00 (GRADE 14, STEP 3)	\$0.00
1100	ASST. DA II	ASST. DA II	0048	113	\$50,924.00 (GRADE 14, STEP 2)	\$50,924.00 (GRADE 14, STEP 3)	\$0.00
1100	ASST. DA II	ASST. DA II	0024	113	\$52,600.00 (GRADE 14, STEP 2)	\$52,600.00 (GRADE 14, STEP 3)	\$0.00
1100	ASST. DA III	ASST. DA III	0021	113	\$58,888.00 (GRADE 16, STEP 1)	\$58,888.00 (GRADE 16, STEP 2)	\$0.00
1100	ASST. DA III	ASST. DA III	0090	113	\$58,888.00 (GRADE 16, STEP 1)	\$58,888.00 (GRADE 16, STEP 2)	\$0.00
1100	ASST. DA III	ASST. DA III	0020	113	\$60,949.00 (GRADE 16, STEP 2)	\$60,949.00 (GRADE 16, STEP 3)	\$0.00
<b>TOTAL:</b>					<b>\$698,205.00</b>	<b>\$698,205.00</b>	<b>\$0.00</b>

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-412-00-080-002-0- 113	CRIMINAL DA - REG F/T EMPLOYEES	\$0.00
1-1100-412-00-080-002-0- 211	CRIMINAL DA - HEALTH INSURANCE	\$0.00
1-1100-412-00-080-002-0- 212	CRIMINAL DA - LIFE INSURANCE	\$0.00
1-1100-412-00-080-002-0- 220	CRIMINAL DA - FICA	\$0.00
1-1100-412-00-080-002-0- 230	CRIMINAL DA - RETIREMENT	\$0.00
1-1100-412-00-080-002-0- 250	CRIMINAL DA - UNEMPLOYMENT COMP	\$0.00
1-1100-412-00-080-002-0- 260	CRIMINAL DA - WORKER'S COMP	\$0.00
<b>2011 Budgetary Impact</b>		<b>\$0.00</b>

**2012 Budgetary Impact: \$0.00**

**Possible Funding Sources: NO BUDGETARY IMPACT**

**Budget Office Recommendation:**

**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.

To: Commissioner' Court  
 From: Sergio Cruz, Budget Officer  
 CC Date: Tuesday, May 31, 2011

Agenda Item: 26807

**Summary of request/proposal:**

**DA Investigation HB 65 (1223):**

1. Approval to reclassify the above highlighted six (6) full-time positions effective next full pay period, 06/06/2011. Reviewed and recommended by the Classification Committee as per Sections 6.27 - 6.33 of the Hidalgo County Personnel Policy Manual.
2. Approval of merit pay increase for the above eight (8) full-time positions in the District Attorney's department pursuant to the Hidalgo County Classification and Compensation Pay Plan.

Fund	Current Position Title	New Position Title	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1223	N/A	ASST. DA II (COST ALLOCATION)	0061	113	\$0.00	\$2,910.00 (GRADE 14, STEP 2)	\$2,910.00
1223	N/A	ASST. DA III (COST ALLOCATION)	0062	113	\$0.00	\$9,544.00 (GRADE 16, STEP 1)	\$9,544.00
1223	N/A	ASST. DA II (COST ALLOCATION)	0063	113	\$0.00	\$1,647.00 (GRADE 14, STEP 3)	\$1,647.00
1223	N/A	ASST. DA III (COST ALLOCATION)	0064	113	\$0.00	\$3,100.00 (GRADE 16, STEP 1)	\$3,100.00
1223	N/A	ASST. DA III (COST ALLOCATION)	0067	113	\$0.00	\$8,401.00 (GRADE 16, STEP 1)	\$8,401.00
1223	N/A	ASST. DA II (COST ALLOCATION)	0014	113	\$0.00	\$2,844.00 (GRADE 14, STEP 4)	\$2,844.00
1223	N/A	ASST. DA II (COST ALLOCATION)	0015	113	\$0.00	\$4,980.00 (GRADE 14, STEP 5)	\$4,980.00
1223	N/A	ASST. DA II (COST ALLOCATION)	0065	113	\$0.00	\$921.00 (GRADE 14, STEP 3)	\$921.00
1223	N/A	ASST. DA II (COST ALLOCATION)	0019	113	\$0.00	\$3,097.00 (GRADE 14, STEP 3)	\$3,097.00
1223	N/A	ASST. DA II (COST ALLOCATION)	0066	113	\$0.00	\$1,421.00 (GRADE 14, STEP 3)	\$1,421.00
1223	N/A	ASST. DA III (COST ALLOCATION)	0068	113	\$0.00	\$2,061.00 (GRADE 16, STEP 2)	\$2,061.00
1223	N/A	ASST. DA III (COST ALLOCATION)	0069	113	\$0.00	\$2,061.00 (GRADE 16, STEP 2)	\$2,061.00
1223	N/A	ASST. DA III (COST ALLOCATION)	0070	113	\$0.00	\$2,061.00 (GRADE 16, STEP 3)	\$2,061.00
1223	ASST. DA I	ASST. DA III	0057	113	\$49,344.00 (GRADE 12, STEP 5)	\$52,254.00 (GRADE 14, STEP 2)	\$2,910.00
<b>TOTAL:</b>					<b>\$49,344.00</b>	<b>\$97,302.00</b>	<b>\$47,958.00</b>

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1223-412-00-080-007-0- 113	DA INVEST. HB65 - REG F/T EMPLOYEES	\$27,668.08
1-1223-412-00-080-007-0- 211	DA INVEST. HB65 - HEALTH INSURANCE	\$1,360.39
1-1223-412-00-080-007-0- 212	DA INVEST. HB65 - LIFE INSURANCE	\$12.32
1-1223-412-00-080-007-0- 220	DA INVEST. HB65 - FICA	\$2,116.61
1-1223-412-00-080-007-0- 230	DA INVEST. HB65 - RETIREMENT	\$2,656.14
1-1223-412-00-080-007-0- 250	DA INVEST. HB65 - UNEMPLOYMENT COMP	\$138.34
1-1223-412-00-080-007-0- 260	DA INVEST. HB65 - WORKER'S COMP	\$0.00
<b>2011 Budgetary Impact</b>		<b>\$33,951.88</b>

**2012 Budgetary Impact: \$59,212.45**

**Possible Funding Sources:**

**DA INVESTIGATION HB65 FUNDS  
 (PENDING APPROVAL OF APPROPRIATION OF FUNDS)**

**Budget Office Recommendation:**

**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.*

To: Commissioner' Court  
 From: Sergio Cruz, Budget Officer  
 CC Date: Tuesday, May 31, 2011

Agenda Item: 26807

**Summary of request/proposal:**

**D.A. State Supplement (1281):**

**Approval to delete cost allocation for one (1) Assistant District Attorney III position, slot no. 0004, grade 16.**

Fund	Current Position Title	New Position Title	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1281	ASST. DA III	ASST. DA III	0004	113	\$0.00 (GRADE 16, STEP 1)	\$0.00 (GRADE 16, STEP 1)	\$0.00
<b>TOTAL:</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1281-412-00-080-010-1- 113	D.A. ST SUPPLEMT - REG F/T EMPLOYEES	\$0.00
1-1281-412-00-080-010-1- 211	D.A. ST SUPPLEMT - HEALTH INSURANCE	\$0.00
1-1281-412-00-080-010-1- 212	D.A. ST SUPPLEMT - LIFE INSURANCE	\$0.00
1-1281-412-00-080-010-1- 220	D.A. ST SUPPLEMT - FICA	\$0.00
1-1281-412-00-080-010-1- 230	D.A. ST SUPPLEMT - RETIREMENT	\$0.00
1-1281-412-00-080-010-1- 250	D.A. ST SUPPLEMT - UNEMPLOYMENT COMP	\$0.00
1-1281-412-00-080-010-1- 260	D.A. ST SUPPLEMT - WORKER'S COMP	\$0.00
<b>2011 Budgetary Impact</b>		<b>\$0.00</b>

**2012 Budgetary Impact: \$0.00**

**Possible Funding Sources: NO BUDGETARY IMPACT**

**Budget Office Recommendation:**

**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.

To: Commissioner' Court  
 From: Sergio Cruz, Budget Officer  
 CC Date: Tuesday, May 31, 2011

Agenda Item: 26807

**Summary of request/proposal:**

**DA Bad Check (1222):**

Approval to create one (1) temporary part-time Clerk I position, slot no. T022, grade 1, salary \$17,636.00/yr (hourly salary \$9.00/hr) .

Fund	Current Position Title	New Position Title	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1222	-	CLERK I	T022	122	\$0.00	\$17,636.00 (GRADE 1, STEP 1)	\$17,636.00
<b>TOTAL:</b>					<b>\$0.00</b>	<b>\$17,636.00</b>	<b>\$17,636.00</b>

\* \$3,527.00 CALCULATED AS FOLLOWS:  
 \$9.00/HR X 391.88 ESTIMATED ANNUAL WORK HRS (ACTUAL EXPENDITURE)

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1222-412-00-080-006-0-	122	D.A. BAD CK - TEMP P/T EMPLOYEES	\$3,527.00
1-1222-412-00-080-006-0-	211	D.A. BAD CK - HEALTH INSURANCE	\$0.00
1-1222-412-00-080-006-0-	212	D.A. BAD CK - LIFE INSURANCE	\$0.00
1-1222-412-00-080-006-0-	220	D.A. BAD CK - FICA	\$269.82
1-1222-412-00-080-006-0-	230	D.A. BAD CK - RETIREMENT	\$338.59
1-1222-412-00-080-006-0-	250	D.A. BAD CK - UNEMPLOYMENT COMP	\$17.64
1-1222-412-00-080-006-0-	260	D.A. BAD CK - WORKER'S COMP	\$0.00
<b>2011 Budgetary Impact</b>			<b>\$4,153.05</b>

**2012 Budgetary Impact:** N/A

**Possible Funding Sources:** D.A. BAD CKS (1222) FUND  
 (PENDING APPROVAL OF APPROPRIATION OF FUNDS)

**Budget Office Recommendation:**

** ESTIMATED HOURS NOT TO EXCEED ESTIMATED 391.88 HRS ANNUALLY AND/ OR 32 HRS PER WEEK.
RATE OF PAY \$9.00/HR



DATE: May 25, 2011

2011  
Appropriation



DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Dept. of Budget & Mgmt for DA Investigation HB65

ACCOUNT NUMBER: 1-1223-412-00-080-007-0-XXX

Contact Person: Sylvia Solis Ph#: (956) 292-7025 ext. 5423

SUBJECT: **Budget Amendments** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
1-1223-412-00-080-007-0-113	DA INVEST. HB65 - REG F/T EMPLOYEES	\$27,668.08
1-1223-412-00-080-007-0-211	DA INVEST. HB65 - HEALTH INSURANCE	\$1,360.39
1-1223-412-00-080-007-0-212	DA INVEST. HB65 - LIFE INSURANCE	\$12.32
1-1223-412-00-080-007-0-220	DA INVEST. HB65 - FICA	\$2,116.61
1-1223-412-00-080-007-0-230	DA INVEST. HB65 - RETIREMENT	\$2,656.14
1-1223-412-00-080-007-0-250	DA INVEST. HB65 - UNEMPLOYMENT COMP	\$138.34