



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **DA'S**  
**080-012 (BORDER PROSECUTION INITIATIVE)**

DATE: **09/28/11**

CURRENT POSITION TITLE: -

CURRENT SLOT. #: (080-012) 004

REQUESTED POSITION TITLE: ASSISTANT DA IV

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other **AUTO ALLOWANCE \$900.00**

**POSITION SALARY REQUEST:**

<u>1</u>	<u>-0-</u>	<u>(080-012) G18 S1 \$68,687.00</u>	\$	<u>\$68,687.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		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 POSITION AND APPROPRIATION**

**POSITION TYPE:**

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

Enter hourly rate for temp. positions

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

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"/>
N/A	<input type="checkbox"/>		

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

New position that will be assisting the Regional DPS Office with preparation of criminal cases.

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

Individual will be assigned to the Regional DPS Office to assist DPS agents with questions on criminal cases along with assistance on preparation and review of paperwork such as search warrants and other paperwork that is necessary for the criminal case.



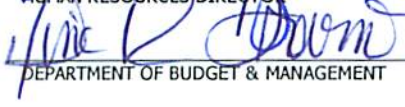
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

**Position is fully funded by grant.**

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		09/28/2011		
	DEPARTMENT HEAD	DATE	<b>FUNDING AVAILABLE IN DEPT. BUDGET</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		9/30/2011		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		09/29/11		
	DEPARTMENT OF BUDGET & MANAGEMENT	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'S**  
**080-002 (CRIM DA)**  
**080-007 (DA INVESTIGATION HB65)**

DATE: **09/28/11**

CURRENT POSITION TITLE: -

CURRENT SLOT. #: (080-002) 095  
(080-007) 071

REQUESTED POSITION TITLE: ASSISTANT DA II

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other AUTO ALLOWANCE \$900.00

### POSITION SALARY REQUEST:

<u>1</u>		<u>(080-002) G14 S1 \$45,977.00</u>		
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE	\$	<u>\$50,487.00</u>
		<u>(080-007) G14 S1 \$4,510.00</u>		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other LAPSED FUNDS FROM ALLOWANCES & WITHIN DEPT BUDGET

### 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.)
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CIVIL SERVICE:    FLSA:

Exempt     Exempt

Non-Exempt     Non-Exempt

N/A

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

Will be deleting Criminal Investigator position in order to create ADA position. ADA position can prepare cases in the office but can also prosecute cases in the courtroom.

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

Job Description on County's Web page. Assistant District Attorney – II

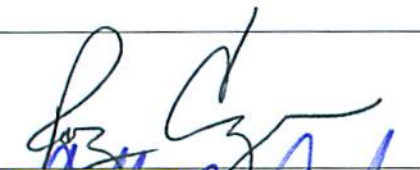

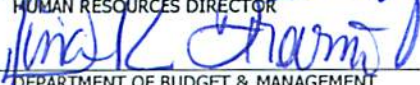
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

**No additional monies required, all within our own budget.**

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		09/29/2011		
	DEPARTMENT HEAD	DATE	<b>FUNDING AVAILABLE IN DEPT. BUDGET</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		9/30/2011		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		9/29/11		
	DEPARTMENT OF BUDGET & MANAGEMENT	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'S**  
**080-012 (BORDER PROSECUTION INITIATIVE)**

DATE: **09/28/11**

CURRENT POSITION TITLE: **ADMINISTRATIVE ASSISTANT I**

CURRENT SLOT. #: **(080-012) 003**

REQUESTED POSITION TITLE: **-**

### REQUEST FOR:

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

### POSITION SALARY REQUEST:

<u>1</u>	<u>(080-012) G4 S0 \$22,216.00</u>	<u>-0-</u>	\$	<u>(\$22,216.00)</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		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 POSITION WILL HELP TO COVER SALARY FOR NEW ADA IV POSITION SLOT NO. 004 (UNDER BORDER PROSECUTION INITIATIVE)**

### 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.)
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)

Need to delete vacant position in order to create ADA position.

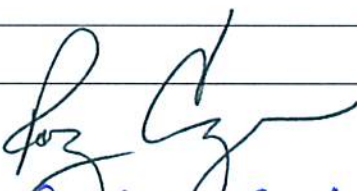


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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

		09/29/2011		
1.	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	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'S**  
**080-002 (CRIM DA)**  
**080-007 (DA INVESTIGATION HB65)**

DATE: **09/28/11**

CURRENT POSITION TITLE: **CRIMINAL INVESTIGATOR I**

CURRENT SLOT. #: (080-002) 054  
(080-007) 026

REQUESTED POSITION TITLE: -

### REQUEST FOR:

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

### POSITION SALARY REQUEST:

<u>1</u>	<b>(080-002) G12 S4 \$43,319.00</b>	<u>-0-</u>	\$	<b>(\$47,829.00)</b>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		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 POSITION AND LAPSED FUNDING**

### 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.)
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CIVIL SERVICE:	FLSA:
Exempt <input checked="" type="checkbox"/>	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)

Need to delete in order to create ADA position.




**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.		09/29/2011		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		9/30/2011		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		