



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CRIM DA (080-002)/ DA HB65 (080-007)

DATE: 12/14/2011

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

CURRENT SLOT. #: 080-002-0037/ 080-007-0065

REQUESTED POSITION TITLE:

REQUEST FOR:

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

POSITION SALARY REQUEST:

080-002--- (1)	G14, S1 \$49,629.00	-0-	(\$49,629.00)
080-007--- (1)	G14, S1 \$858.00	-0-	(\$858.00) (\$50,487.00)- POSIT. TOTAL
DEPT NO./	CURRENT GRADE & STEP/	PROPOSED GRADE &	NET CHANGE
NO. OF POSITIONS	SALARY	STEP/ SALARY	

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **NO BUDGETARY IMPACT.**

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)

Will be creating an ADA III 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.		12/19/2011		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		12/28/11		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/27/2011		
	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: CRIM DA (080-002)/ BAD CHECKS (080-006)

DATE: 12/14/2011

CURRENT POSITION TITLE:

CURRENT SLOT. #:
080-002-0098/ 080-006-0025

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

080-002--- (1)	-0-	G16, S1 \$49,629.00	(\$49,629.00)
080-006--- (1)	-0-	G16, S1 \$9,259.00	\$ (\$9,259.00) (\$58,888.00)- POSIT. TOTAL
DEPT NO./ NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY	PROPOSED GRADE & STEP/ SALARY	NET CHANGE

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **APPROPRIATION OF 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.)
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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)

Position will not be funded in 2012 by HIDTA grant.



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

POSITION RECLASIFICATION: 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.		12/19/2011		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		12/28/11		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/27/2011		
	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 OFFICE- DA BAD CHECKS 080-006

DATE: 12/13/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: T023 & T024

REQUESTED POSITION TITLE: CLERK II

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

POSITION SALARY REQUEST:

<u>2</u>	<u>-0-</u>	<u>G3, S1 / \$21,653.00</u>	<u>\$</u>	<u>\$43,306.00</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 2-1222-412-00-080-006-0-XXX DA BAD CHECK. APPROPRIATION OF FUNDS

POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$10.41</u> Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	<u>\$10.41 * 2080 hrs = \$21,653.00</u> Hourly Rate * 2,080 hrs. per year = Annual Salary <u>\$10.41 * 320hrs * 2 positions = \$6,662.40 (ACTUAL EXPENDITURE)</u>

TEMPORARY POSITIONS:

<u>01/01/2012</u>	<u>07/01/2011</u>	<u>varies</u>	<u>varies</u>	<u>6 mths</u>
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 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)

WILL ASSIST ASSISTANT DA's WITH CASE PREPARATION FOR TRIAL.




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.		12/19/2011		
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	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/27/2011		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		