



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 4/13/2012

CURRENT POSITION TITLE: COMMANDER

CURRENT SLOT #: 270-003-G001  
270-011-G001

REQUESTED POSITION TITLE: COMMANDER

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other REDISTRIBUTE % OF FUNDS

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

**POSITION SALARY REQUEST:**

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 18/ Grade 4	Grade 18/ Grade 4	
	\$ <u>49,200.00</u>	\$ <u>61,672.00</u>	\$ <u>12,472.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 18/ Grade 4	Grade 18/ Grade 4	
	\$ <u>26,699.00</u>	\$ <u>14,227.00</u>	\$ <u>(12,472.00)</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113   
  Part Time Employee Object 114   
  \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Object 121   
  Part Time Temporary Object 122   
  \$ \_\_\_\_\_  
 Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

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

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

**THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)**

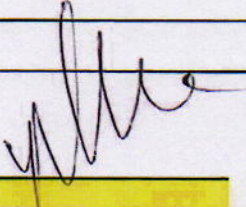
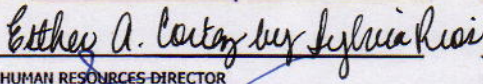

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.		4/14/2012	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.		04-23-12	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		4/19/2012	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.	_____	_____	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date					



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 3/26/2012

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR I

CURRENT SLOT #: 270-003-G003  
270-011-G003

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR I

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other REDISTRIBUTE % OF FUNDS

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

**POSITION SALARY REQUEST:**

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 12/ Step 5	Grade 12/ Step 5	
	\$ <u>36,968.00</u>	\$ <u>44,600.00</u>	\$ <u>7,632.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 12/ Step 5	Grade 12/ Step 5	
	\$ <u>12,376.00</u>	\$ <u>4,744.00</u>	\$ <u>(7,632.00)</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113   
  Part Time Employee Object 114   
  \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Object 121   
  Part Time Temporary Object 122   
  \$ \_\_\_\_\_  
 Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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**CIVIL SERVICE:**  
 Exempt     **FLSA:** Exempt   
 Non-Exempt     Non-Exempt   
 N/A

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

**THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)**

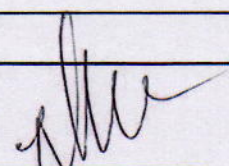
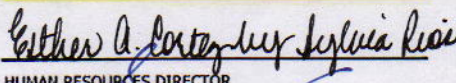

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	<u>4/14/2012</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>04-23-12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>4/19/2012</u> 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: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 4/13/2012

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: 270-003-G004  
270-011-G004

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other REDISTRIBUTE % OF FUNDS

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

**POSITION SALARY REQUEST:**

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 14/ Step 2	Grade 14/ Step 2	
	\$ <u>36,968.00</u>	\$ <u>44,600.00</u>	\$ <u>7,632.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 14/ Step 2	Grade 14/ Step 2	
	\$ <u>15,286.00</u>	\$ <u>7,654.00</u>	\$ <u>(7,632.00)</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113   
  Part Time Employee Object 114   
  \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Object 121   
  Part Time Temporary Object 122   
  \$ \_\_\_\_\_  
 Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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**CIVIL SERVICE:**

Exempt     **FLSA:** Exempt

Non-Exempt     Non-Exempt

N/A

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

**THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)**

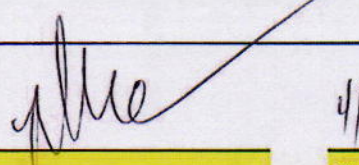
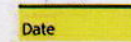
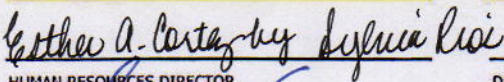

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	04.23.12 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/19/2012 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: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 3/26/2012

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: 270-003-G005, G006 & G007  
270-011-G005, G006 & G007

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other REDISTRIBUTE % OF FUNDS

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

**POSITION SALARY REQUEST:**

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 14/ Step 3	Grade 14/ Step 3	
	\$ <u>36,968.00 x 3</u>	\$ <u>44,600.00 x 3</u>	\$ <u>22,896.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 14/ Step 3	Grade 14/ Step 3	
	\$ <u>17,053.00 x 3</u>	\$ <u>9,421.00 x 3</u>	\$ <u>(22,896.00)</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113   
  Part Time Employee Object 114   
 \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Object 121   
  Part Time Temporary Object 122   
 \$ \_\_\_\_\_  
 Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

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)

THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)

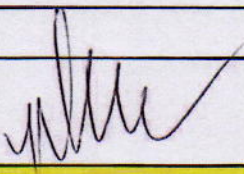
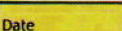
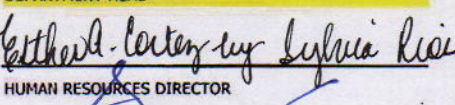

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	 Date	4/16/2012	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	Date	04-23-12	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	Date	4/19/2012	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: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 3/26/2012

CURRENT POSITION TITLE: ASSISTANT COMMANDER

CURRENT SLOT #: 270-003-G008  
270-011-G008

REQUESTED POSITION TITLE: ASSISTANT COMMANDER

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other REDISTRIBUTE % OF FUNDS

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

**POSITION SALARY REQUEST:**

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 16/ Step 1	Grade 16/ Step 1	
	\$ <u>39,760.00</u>	\$ <u>50,000.00</u>	\$ <u>10,240.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 16/ Step 1	Grade 16/ Step 1	
	\$ <u>19,128.00</u>	\$ <u>8,888.00</u>	\$ <u>(10,240.00)</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113   
  Part Time Employee Object 114   
  \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Object 121   
  Part Time Temporary Object 122   
  \$ \_\_\_\_\_  
 Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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**CIVIL SERVICE:**  
 Exempt     **FLSA:** Exempt   
 Non-Exempt     Non-Exempt   
 N/A

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

THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)

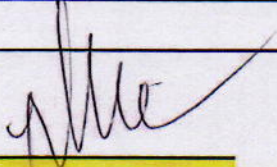
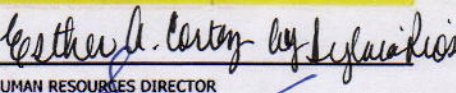

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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>4/16/2012</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>04-23-12</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>4/19/2012</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.			COMMISSIONERS' COURT APPROVAL		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 3/26/2012

CURRENT POSITION TITLE: ACCOUNTANT III

CURRENT SLOT #: 270-003-G009  
270-011-G009

REQUESTED POSITION TITLE: ACCOUNTANT III

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other REDISTRIBUTE % OF FUNDS

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

**POSITION SALARY REQUEST:**

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 12/ Grade 6	Grade 12/ Grade 6	
	\$ <u>35,700.00</u>	\$ <u>41,100.00</u>	\$ <u>5,400.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 12/ Grade 6	Grade 12/ Grade 6	
	\$ <u>15,159.00</u>	\$ <u>9,759.00</u>	\$ <u>(5,400.00)</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113   
  Part Time Employee Object 114   
  \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Object 121   
  Part Time Temporary Object 122   
  \$ \_\_\_\_\_  
 Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

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)

**THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)**

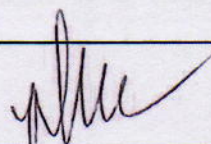

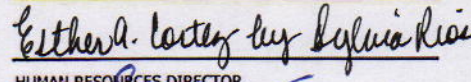
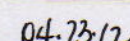
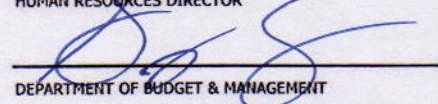
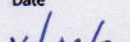
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**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 DEPARTMENT HEAD	 Date	4/14/2012	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	 Date	04-23-12	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	 Date	4/19/2012	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: HIDTA TASK FORCE (270-003)  
 HIDTA CHAPTER 59 (270-011)

DATE: 3/26/2012

CURRENT POSITION TITLE: INTELLIGENCE RESEARCH SPECIALIST

CURRENT SLOT #: 270-003-G010  
 270-011-G010

REQUESTED POSITION TITLE: INTELLIGENCE RESEARCH SPECIALIST

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other REDISTRIBUTE % OF FUNDS

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

**POSITION SALARY REQUEST:**

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 8/ Step 2	Grade 8/ Step 2	
	\$ 22,500.00	\$ 32,929.00	\$ 10,429.00
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 8/ Step 2	Grade 8/ Step 2	
	\$ 10,429.00	\$ 0.00	\$ (10,429.00)
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113   
  Part Time Employee Object 114   
  \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Object 121   
  Part Time Temporary Object 122   
  \$ \_\_\_\_\_  
 Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

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)

**THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)**

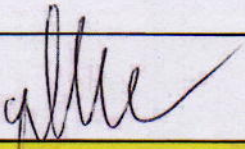
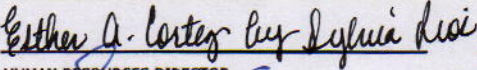

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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>4/14/2012</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>04-23-12</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>4/19/2012</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 3/26/2012

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

CURRENT SLOT #: 270-003-G011  
270-011-G011

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other REDISTRIBUTE % OF FUNDS

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

### POSITION SALARY REQUEST:

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 10/ Step 3	Grade 10/ Step 3	
\$	<u>28,200.00</u>	\$ <u>39,707.00</u>	\$ <u>11,507.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 10/ Step 3	Grade 10/ Step 3	
\$	<u>11,507.00</u>	\$ <u>0.00</u>	\$ <u>(11,507.00)</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

### POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate \*2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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)

THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)

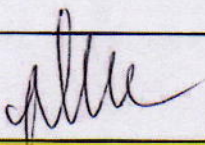
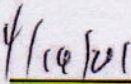

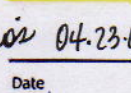

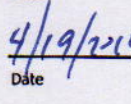
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" 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: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 3/26/2012

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: 270-003-G013  
270-011-G018

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other REDISTRIBUTE % OF FUNDS

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

### POSITION SALARY REQUEST:

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 14/ Step 1	Grade 14/ Step 1	
\$	<u>36,968.00</u>	\$ <u>44,600.00</u>	\$ <u>7,632.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 14/ Step 1	Grade 14/ Step 1	
\$	<u>13,519.00</u>	\$ <u>5,887.00</u>	\$ <u>(7,632.00)</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

### POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate \*2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt  Non-Exempt  N/A

FLSA: Exempt  Non-Exempt

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

THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)

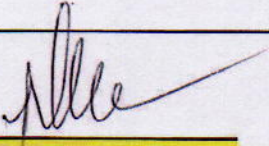
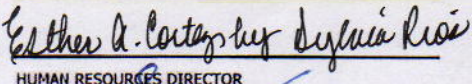

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 _____ DEPARTMENT HEAD	<u>4/14/2012</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	<u>04-23-12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	<u>4/19/2012</u> 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: HIDTA TASK FORCE (270-003)  
HIDTA CHAPTER 59 (270-011)

DATE: 4/13/2012

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR III

CURRENT SLOT #: 270-003-G014  
270-011-G024

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR III

**REQUEST FOR:**

New Position   
  Temporary Position   
  Position Reclassification\*   
  Other REDISTRIBUTE % OF FUNDS

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

**POSITION SALARY REQUEST:**

**HIDTA TASK FORCE (270-003)**

Salary Amount:	Grade 16/ Step 0	Grade 16/ Step 0		
	\$ 39,741.00	\$ 47,500.00	\$ 7,759.00	
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change	

**HIDTA CHAPTER 59 (270-011)**

Salary Amount:	Grade 16/ Step 0	Grade 16/ Step 0		
	\$ 16,203.00	\$ 8,444.00	\$ (7,759.00)	
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change	

Position to be funded from one of the following:

Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113   
  Part Time Employee Object 114   
  \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Object 121   
  Part Time Temporary Object 122   
  \$ \_\_\_\_\_  
 Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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**CIVIL SERVICE:**  
 Exempt     **FLSA:** Exempt   
 Non-Exempt     Non-Exempt   
 N/A

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

**THE REDISTRIBUTION IS NECESSARY IN ORDER TO UTILIZE 100% OF HIDTA GRANT FUNDS (1291)**

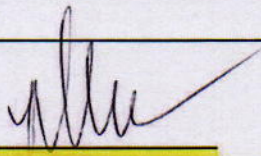
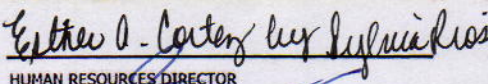

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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>4/16/2012</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>04-23-12</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>4/19/2012</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			