



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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MAY 24 2012

Human Resources

DEPARTMENT NAME/NUMBER: CRIMINAL DA (080-002)

DATE: 5/22/2012

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

CURRENT SLOT #: 049

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other TRANSFER OF SUPPLEMENTAL PAY FROM SLOT 0030 TO 0049

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00      \$ 4,122.00      \$ 4,122.00  
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:    FLSA:  
Exempt        Exempt      
Non-Exempt        Non-Exempt      
N/A   

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

Employee will continue to handle Child Welfare cases but will also be assigned to supervise 2 newly hired Assistant District Attorneys. Child Welfare cases are very demanding cases because of the victims (children) and are also extremely time sensitive.

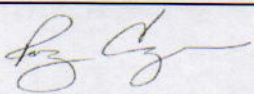
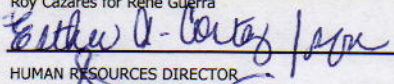

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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 Roy Cazares for Rene Guerra	05/22/2012 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	05-31-12 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05-31-2012 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			