



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
OCT 04 2012
Human Resources

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002) DATE: 10/4/2012
CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II (AUTO ALLOWANCE) CURRENT SLOT #: 0099 & 0053
REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR I (AUTO ALLOWANCE)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other TRANSFER AUTO ALLOWANCE FROM SLOT 0099 TO 0053

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

POSITION SALARY REQUEST:

Allowance Amount:

\$ 3,600.00 Current G&S/ Budgeted Salary \$ 3,600.00 Proposed G&S/ Budgeted Salary \$ 0.00 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 Temporary 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)

TRANSFER OF AUTO ALLOWANCE IS DUE BECAUSE INDIVIDUAL IN SLOT 0099 HAS A COUNTY VEHICLE ASSIGNED TO HIM AND INDIVIDUAL THAT WILL BE HIRED IN SLOT 0053 WILL NOT HAVE A VEHICLE ASSIGNED THEREFORE AUTO ALLOWANCE IS NECESSARY.

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><i>[Signature]</i></u> FOR RENE GUERBA DEPARTMENT HEAD	<u>10/4/12</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u><i>[Signature]</i></u> HUMAN RESOURCES DIRECTOR	<u>10.4.12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/05/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date		