



HIDALGO COUNTY Personnel Adjustment Request Form

Received
DEC 06 2012
Human Resources

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY (080-002) DATE: 12/6/2012

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II (AUTO ALLOWANCE) CURRENT SLOT #: 0100 & 0087

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR I (AUTO ALLOWANCE)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other TRANSFER AUTO ALLOWANCE FROM SLOT 0100 TO 0087

* 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 0100 HAS A COUNTY VEHICLE ASSIGNED TO HIM AND INDIVIDUAL THAT WILL BE HIRED IN SLOT 0087 WILL NOT HAVE A VEHICLE ASSIGNED THEREFORE AUTO ALLOWANCE IS NECESSARY.


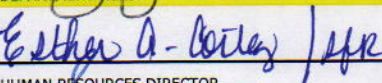
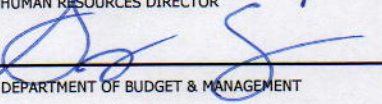
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 FOR RENE G. VERBA	12/6/12	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.	 / APR	12-06-12	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		12/02/2012	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.	_____	_____	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date					