



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

DATE: 12/18/2012

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 & SALARY INCREASE

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

**POSITION SALARY REQUEST:**

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

Salary Amount:

|                              |                               |                      |
|------------------------------|-------------------------------|----------------------|
| \$ <u>61,672.00</u>          | \$ <u>60,000.00</u>           | \$ <u>(1,672.00)</u> |
| Current G&S/ Budgeted Salary | Proposed G&S/ Budgeted Salary | Net Change           |

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

Salary Amount:

|                              |                               |                    |
|------------------------------|-------------------------------|--------------------|
| \$ <u>14,227.00</u>          | \$ <u>20,000.00</u>           | \$ <u>5,773.00</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     
 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)

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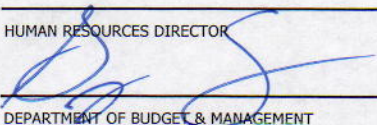
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. |  | 12/18/2012 |                                   |   |
|    | DEPARTMENT HEAD   | Date       | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | _____   | _____      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
|    | HUMAN RESOURCES DIRECTOR  | Date       |                                   |   |
| 3. |  | 12/21/2012 | 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: 12/18/2012

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR I

CURRENT SLOT #: 270-003-G003

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other REDISTRIBUTE % OF FUNDS & SALARY INCREASE

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

**POSITION SALARY REQUEST:**

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

Salary Amount:

\$ 44,600.00    \$ 53,000.00    \$ 8,400.00  
Current G&S/ Budgeted Salary    Proposed G&S/ Budgeted Salary    Net Change

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

Salary Amount:

\$ 4,744.00    \$ 0.00    \$ (4,744.00)  
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)

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


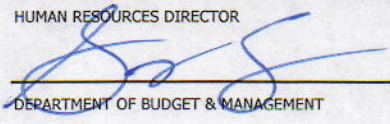
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. |  | 12/18/2012 |                                   |   |
|    | DEPARTMENT HEAD   | Date       | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | _____   | _____      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
|    | HUMAN RESOURCES DIRECTOR  | Date       |                                   |   |
| 3. |  | 12/21/2012 | 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: 12/18/2012

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:

\$ 44,600.00      \$ 50,000.00      \$ 5,400.00  
Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

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

Salary Amount:

\$ 7,654.00      \$ 5,000.00      \$ (2,654.00)  
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)

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


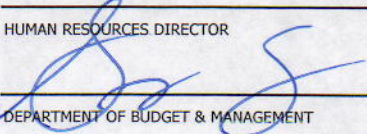
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. | <br>DEPARTMENT HEAD                   | 12/18/2012<br>Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | _____<br>HUMAN RESOURCES DIRECTOR  | _____<br>Date      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 12/18/2012<br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL   | _____<br>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  
270-011-G005

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

**REQUEST FOR:**

New Position    
  Temporary Position    
  Position Reclassification\*    
  Other    
 DELETION OF POSITION/COST ALLOCATIONS

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

**POSITION SALARY REQUEST:**

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

Salary Amount:

|                              |                               |                       |
|------------------------------|-------------------------------|-----------------------|
| \$ <u>44,600.00</u>          | \$ <u>0.00</u>                | \$ <u>(44,600.00)</u> |
| Current G&S/ Budgeted Salary | Proposed G&S/ Budgeted Salary | Net Change            |

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

Salary Amount:

|                              |                               |                      |
|------------------------------|-------------------------------|----------------------|
| \$ <u>9,421.00</u>           | \$ <u>0.00</u>                | \$ <u>(9,421.00)</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     
 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. |  | 12/18/2012 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | Date       |                                   |   |                             |
| 2. | _____   | _____      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | Date       |                                   |   |                             |
| 3. |  | 12/18/2012 | 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 II

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

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

**REQUEST FOR:**

New Position    
  Temporary Position    
  Position Reclassification\*    
  Other REDISTRIBUTE % OF FUNDS & SALARY INCREASE

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

**POSITION SALARY REQUEST:**

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

Salary Amount:

|                              |                               |                        |
|------------------------------|-------------------------------|------------------------|
| \$ <u>44,600.00 x 2</u>      | \$ <u>50,000.00 x 2</u>       | \$ <u>5,400.00 X 2</u> |
| Current G&S/ Budgeted Salary | Proposed G&S/ Budgeted Salary | Net Change             |

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

Salary Amount:

|                              |                               |                          |
|------------------------------|-------------------------------|--------------------------|
| \$ <u>9,421.00 x 2</u>       | \$ <u>7,000.00 x 2</u>        | \$ <u>(2,421.00) X 2</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     
 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)

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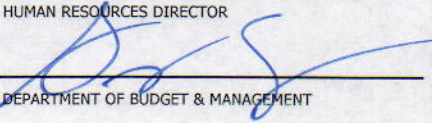
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. |  | 12/18/2012 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
|    | DEPARTMENT HEAD   | Date       |                                   |                                     |     |                          |    |
| 2. | _____   | _____      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/>            | YES | <input type="checkbox"/> | NO |
|    | HUMAN RESOURCES DIRECTOR  | Date       |                                   |                                     |     |                          |    |
| 3. |  | 12/18/2012 | BUDGET PROCEDURES COMPLETED       | <input 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: 12/18/2012

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 &  
SALARY INCREASE

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

### POSITION SALARY REQUEST:

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

Salary Amount:

\$ 50,000.00

Current G&S/ Budgeted Salary

\$ 50,000.00

Proposed G&S/ Budgeted Salary

\$ 0.00

Net Change

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

Salary Amount:

\$ 10,949.00

Current G&S/ Budgeted Salary

\$ 16,000.00

Proposed G&S/ Budgeted Salary

\$ 5,051.00

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  
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)

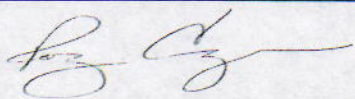
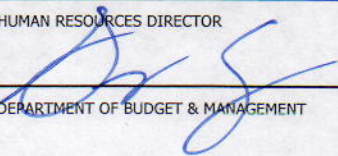
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. | <br>DEPARTMENT HEAD                   | 12/18/2012<br>Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | _____<br>HUMAN RESOURCES DIRECTOR  | _____<br>Date      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 12/21/2012<br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL   | _____<br>Date      |                                   |   |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

DATE: 12/18/2012

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 & SALARY INCREASE

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

**POSITION SALARY REQUEST:**

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

Salary Amount:

\$ 41,100.00      \$ 45,200.00      \$ 4,100.00  
Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

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

Salary Amount:

\$ 9,759.00      \$ 9,800.00      \$ 41.00  
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)

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.

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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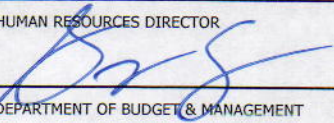
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|    |  |                    |                                   |   |                             |
|----|--|--------------------|-----------------------------------|---|-----------------------------|
| 1. | <br>DEPARTMENT HEAD                   | 12/18/2012<br>Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | _____<br>HUMAN RESOURCES DIRECTOR  | _____<br>Date      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 12/21/2012<br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL   | _____<br>Date      | _____                             | _____                                   | _____                       |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

DATE: 12/18/2012

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 & SALARY INCREASE

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

**POSITION SALARY REQUEST:**

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

Salary Amount:

|                              |   |  |
|------------------------------|---|--|
| \$ <u>32,929.00</u>          | \$ <u>31,000.00</u><br><del>32,929.00</del> | \$ <u>4,071.00</u><br><del>-0.00</del> |
| Current G&S/ Budgeted Salary | Proposed G&S/ Budgeted Salary               | Net Change                             |

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

Salary Amount:

|                              |                               |                |
|------------------------------|-------------------------------|----------------|
| \$ <u>0.00</u>               | \$ <u>0.00</u>                | \$ <u>0.00</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:     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)

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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|    |  |                    |                                   |   |                             |
|----|--|--------------------|-----------------------------------|---|-----------------------------|
| 1. | <br>DEPARTMENT HEAD                   | 12/18/2012<br>Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | _____<br>HUMAN RESOURCES DIRECTOR  | _____<br>Date      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 12/18/12<br>Date   | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL   | _____<br>Date      | _____                             | _____                                   | _____                       |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

DATE: 12/18/2012

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 & SALARY INCREASE

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

**POSITION SALARY REQUEST:**

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

Salary Amount:

\$ 39,707.00      \$ 42,000.00      \$ 2,293.00  
Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

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

Salary Amount:

\$ 0.00      \$ 0.00      \$ 0.00  
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)

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


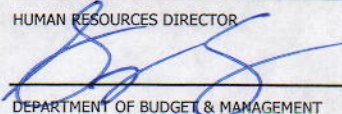
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. |  | 12/18/2012 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | Date       |                                   |   |
| 2. | _____   | _____      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
|    | HUMAN RESOURCES DIRECTOR  | Date       |                                   |   |
| 3. |  | 12/11/2012 | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | Date       |                                   |   |
| 4. | _____   | _____      | COMMISSIONERS' COURT APPROVAL     | _____   |
|    | 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 & SALARY INCREASE

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

**POSITION SALARY REQUEST:**

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

Salary Amount:

|                              |                               |                     |
|------------------------------|-------------------------------|---------------------|
| \$ <u>44,600.00</u>          | \$ <u>55,000.00</u>           | \$ <u>10,400.00</u> |
| Current G&S/ Budgeted Salary | Proposed G&S/ Budgeted Salary | Net Change          |

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

Salary Amount:

|                              |                               |                    |
|------------------------------|-------------------------------|--------------------|
| \$ <u>5,887.00</u>           | \$ <u>5,000.00</u>            | \$ <u>(887.00)</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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**NEW POSITION:** Brief job description and attach a copy of the new job description.

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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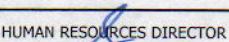
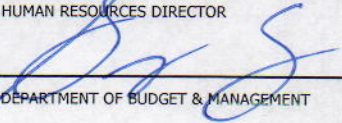
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|    |   |            |                                   |   |                             |
|----|---|------------|-----------------------------------|---|-----------------------------|
| 1. |  | 12/18/2012 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | Date       |                                   |   |                             |
| 2. |  | Date       | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | Date       |                                   |   |                             |
| 3. |  | 12/21/2012 | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | Date       |                                   |   |                             |
| 4. | _____   | Date       | _____                             | _____                                   | _____                       |
|    | COMMISSIONERS' COURT APPROVAL   | Date       |                                   |   |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

DATE: 12/19/2012

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 & SALARY INCREASE

\* 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              |            |
|                | \$ 50,000.00                 | \$ 50,000.00                  | \$ 0.00    |
|                | 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              |             |
|                | \$ 8,888.00                  | \$ 12,000.00                  | \$ 3,112.00 |
|                | 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)

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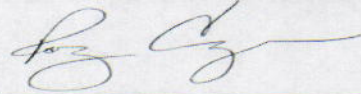

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. | <br>DEPARTMENT HEAD                   | 12/18/2012<br>Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | _____<br>HUMAN RESOURCES DIRECTOR  | _____<br>Date      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 12/21/12<br>Date   | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL   | _____<br>Date      | _____                             | _____                                   | _____                       |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

DATE: 12/17/2012

CURRENT POSITION TITLE: ~~CRIMINAL INVESTIGATOR II~~  
 Administrative Assistant III

CURRENT SLOT #: 270-011-G012

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III

**REQUEST FOR:**

New Position    
  Temporary Position    
  Position Reclassification\*    
  Other DELETION OF POSITION/COST ALLOCATIONS

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

**POSITION SALARY REQUEST:**

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

Salary Amount:

|                              |                               |            |
|------------------------------|-------------------------------|------------|
| \$ _____                     | \$ 0.00                       | \$ 0.00    |
| Current G&S/ Budgeted Salary | Proposed G&S/ Budgeted Salary | Net Change |

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

Salary Amount:

|                              |                               |                |
|------------------------------|-------------------------------|----------------|
| \$ 36,271.00                 | \$ 0.00                       | \$ (36,271.00) |
| 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)

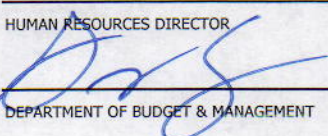
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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. | <br>DEPARTMENT HEAD                   | 12/18/2012<br>Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | _____<br>HUMAN RESOURCES DIRECTOR  | _____<br>Date      | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 12/21/2012<br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL   | _____<br>Date      | _____                             | _____                                   | _____                       |