



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S OFFICE- DA BAD CHECKS 080-006

DATE: 12/17/2012

CURRENT POSITION TITLE:

CURRENT SLOT. #:  
003

REQUESTED POSITION TITLE: Developer & System Engineer

**REQUEST FOR:**

New Position       Temporary Position       Position Reclassification\*       Other SALARY INCREASE

**POSITION SALARY REQUEST:**

<u>1</u>	<u>\$75,594.00</u>	<u>\$77,000.00</u>	\$	<u>\$1,406.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds

Other 3-1222-412-00-080-006-0-XXX DA BAD CHECK.

**POSITION TYPE:**

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


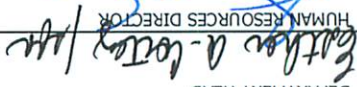

Full Time Temporary Object 121       Part Time Temporary Object 122       \_\_\_\_\_  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

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)

For parity with other positions in the general fund salary schedule.

1.	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
		12/17/2012		
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		12-27-12		
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		12/27/2012		
4.	COMMISSIONERS COURT APPROVAL	DATE		

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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

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



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S OFFICE- DA BAD CHECKS 080-006

DATE: 12/17/2012

CURRENT POSITION TITLE:

CURRENT SLOT. #:  
0007

REQUESTED POSITION TITLE: Administrative Assistant V

### REQUEST FOR:

New Position       Temporary Position       Position Reclassification\*       Other **SALARY INCREASE**

### POSITION SALARY REQUEST:

<u>1</u>	<u>\$44,583.00</u>	<u>\$47,800.00</u>	\$	<u>\$1,406.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds

Other **3-1222-412-00-080-006-0-XXX DA BAD CHECK.**

### POSITION TYPE:

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

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

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

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)

For parity with other positions in the general fund salary schedule.

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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.		12/17/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		12-27-12		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/27/2012		
	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: DA'S OFFICE- DA BAD CHECKS 080-006/ CRIM DA

DATE: 12/17/2012

CURRENT POSITION TITLE: Assistant District Attorney III

CURRENT SLOT. #:  
080-002-0098/  
080-006-0025

REQUESTED POSITION TITLE:

### REQUEST FOR:

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

### POSITION SALARY REQUEST:

1 (080-002 CRIM DA)	\$51,117.00	\$68,500.00	\$17,383.00
1 (080-006) BAD CHECKS	\$11,660.00	-0-	(\$11,660.00)
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED SALARY/ ALLOWANCE	NET CHANGE

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds

Other 3-1222-412-00-080-006-0-XXX DA BAD CHECK.

### POSITION TYPE:

Full Time Employee Object 113       Part Time Employee Object 114       \_\_\_\_\_  
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Full Time Temporary Object 121       Part Time Temporary Object 122       \_\_\_\_\_  
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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 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)

Positions will be funded from the General Fund.

**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.		12/17/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		12-27-12		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/27/12		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		