



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:

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

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$	14,227.00	\$	20,000.00	\$	5,773.00
	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.)
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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)

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

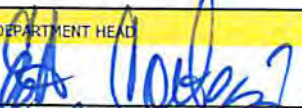
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/18/2012 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	12/18/2012 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/21/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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:

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

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$	<u>4,744.00</u>	\$	<u>0.00</u>	\$	<u>(4,744.00)</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.)
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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.	 DEPARTMENT HEAD	12/18/2012 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	12/28/2012 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/21/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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.)
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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)

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

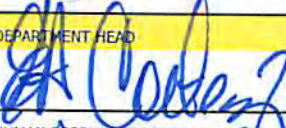
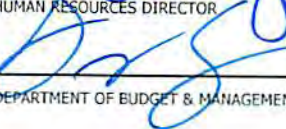
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/18/2012 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	12/28/2012 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/21/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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-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:

\$ 44,600.00	\$ 0.00	\$ (44,600.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 9,421.00	\$ 0.00	\$ (9,421.00)
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 ☒ Part Time Employee ☐ _____
Object 113 Object 114 Enter hourly rate for temp. positions

Full Time Employee ☐ Part Time Temporary ☐ \$ _____
Object 121 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	☒	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)

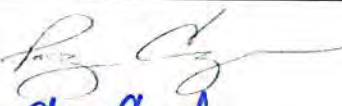
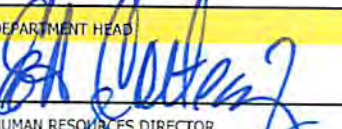
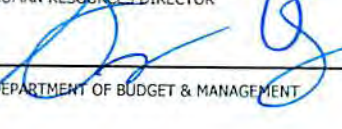
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/18/2012 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	12/18/2012 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/18/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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.)
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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)

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	☒ YES ☐ NO
2.		12/28/2012	PERSONNEL PROCEDURES COMPLETED	☒ YES ☐ NO
	HUMAN RESOURCES DIRECTOR	Date		
3.		12/11/2012	BUDGET PROCEDURES COMPLETED	☒ YES ☐ 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.)
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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)

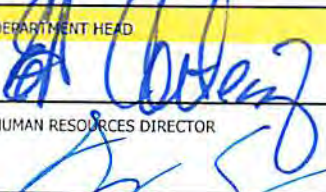
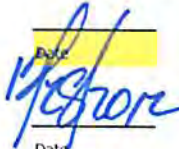
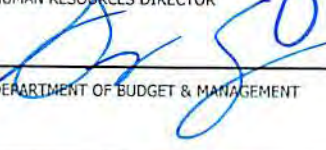
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/18/2012  Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/21/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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: 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.)
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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)

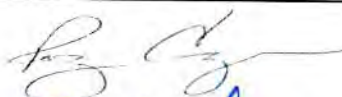
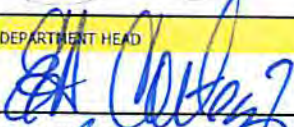
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/18/2012 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	12/28/2012 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/21/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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: 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:

\$ 32,929.00	\$ 31,000.00 ~~32,929.00~~	\$ 4,071.00 ~~-0.00~~
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.)
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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)

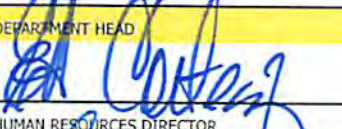
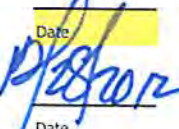
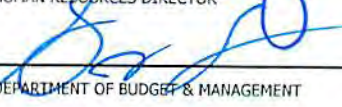
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/18/2012 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/21/12 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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: 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 Current G&S/ Budgeted Salary \$ 42,000.00 Proposed G&S/ Budgeted Salary \$ 2,293.00 Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 0.00 Current G&S/ Budgeted Salary \$ 0.00 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 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 ☒ 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)

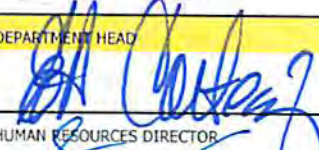
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/18/2012 Date	FUNDING AVAILABLE IN DEPT, BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	12/28/2012 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/21/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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-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:

\$	44,600.00	\$	~~55,000.00~~ 50,000.00	\$	10,400.00
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$	5,887.00	\$	5,000.00	\$	(887.00)
	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.	 DEPARTMENT HEAD	12/18/2012 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	12/28/2012 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/21/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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: 12/19/2012

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

HIDTA CHAPTER 59 (270-011)

Salary Amount:	Grade 16/ Step 0	Grade 16/ Step 0	
\$	8,888.00	\$	12,000.00
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary
			\$ 3,112.00
			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.)
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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)

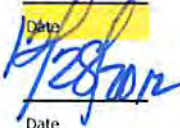
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/18/2012  Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/21/12 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
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: 12/17/2012

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.)
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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)

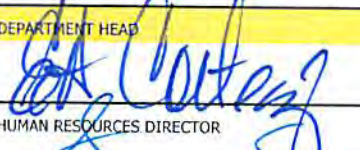
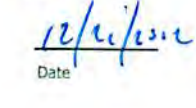
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/18/2012 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL				
		Date			