



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
Hidalgo County District Attorney's Office

DATE:
05/20/2013

CURRENT POSITION TITLE:

CURRENT SLOT. #:
~~T083-T087~~

T096-T100

REQUESTED POSITION TITLE: **Clerk I**

REQUEST FOR:

New Position Temporary Position *pc* Position Reclassification* Other

POSITION SALARY REQUEST:

5 NO. OF POSITIONS -0- CURRENT GRADE & STEP *pc* 3,492.00 PROPOSED GRADE & STEP *pc* \$ 17,460.00 NET CHANGE *pc*
~~17,500.00~~

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 3-1223-412-00-080-007-0-122

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

Full Time Temporary Object 121 Part Time Temporary Object 122

\$9.00
Enter hourly rate for temp. positions
388.00 = \$3,492.00 x 5 = \$17,460.00
~~\$9.00 * 388.88 = \$3,499.92~~
Hourly Rate * 2,080 hrs. per year = Annual Salary *pc*

TEMPORARY POSITIONS:

07/01/2013 Start Date 12/31/2013 End Date Mon-Fri Working Days & Hours 32 hrs Hours Per Week 3 months Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt *pc* Exempt
Non-Exempt *pc* Non-Exempt
N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
Will use individual to assist in the shredding, making copies, answering phones, running paperwork from building to building, etc...

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


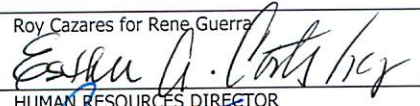
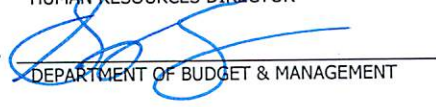
See Attachment

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.		05/21/2013		
	Roy Cazares for Rene Guerra	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		5/22/13		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		05/31/2013		
	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:
Hidalgo County District Attorney's Office

DATE:
05/20/2013

CURRENT POSITION TITLE: Criminal Investigator I

NEW SLOT. #:
~~T082~~

REQUESTED POSITION TITLE: Criminal Investigator I

T095

REQUEST FOR:

- New Position
- Temporary Position *pe*
- Position Reclassification*
-

POSITION SALARY REQUEST:

<u>1</u>	<u>0</u>	<u>\$ 5,999.00</u>	<u>\$</u>	<u>\$5,999.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP <i>pe</i>	PROPOSED GRADE & STEP <i>pe</i>		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds

Other 3-1223-412-00-080-007-0-122

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

\$14.42 hrly
Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122

\$14.42 hrly * 416 hr = \$5,998.72 (6 months) *Rounded \$5,999.00 pe*
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<u>07/01/2013</u>	<u>12/31/2013</u>	<u>Mon-Fri</u>	<u>16 hours per week</u>	<u>6 months</u>
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)
Reviewing misdemeanor arrest files for filing in the county courts. Work on investigations assigned by Mr. Guerra or any of our prosecutors. Serve subpoenas and talk with individuals that have JP warrants.

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

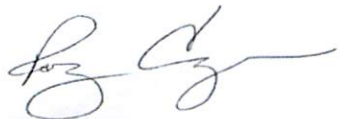
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POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

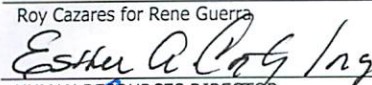
COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation


BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|--|-----------------------------|-----------------------------------|---|
| 1. | 

Roy Cazares for Rene Guerra | 05/20/2013

DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 

Estela A Lopez /ng
HUMAN RESOURCES DIRECTOR | 5/22/13

DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 

DEPARTMENT OF BUDGET & MANAGEMENT | 05/31/2013

DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | _____
DATE | | |

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


See Attachment

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. | 

Roy Cazares for Rene Guerra | 05/20/2013

DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
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HUMAN RESOURCES DIRECTOR | 5-22-13

DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 

DEPARTMENT OF BUDGET & MANAGEMENT | 05/31/2013

DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | _____
DATE | | |