



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: DA'S BORDER PROSEC (080-012-)/  
HB 65 (080-007)

DATE: 7/22/2013

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY IV

CURRENT SLOT #: 080-012-0004/ 080-007-0081

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other    CHANGE IN COST ALLOCATION

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

**POSITION SALARY REQUEST:**

| Account No. | No. of Positions | Current Budgeted Salary/ Allowance | Proposed Budgeted Salary/ Allowance | Net Change    |
|-------------|------------------|------------------------------------|-------------------------------------|---------------|
| 080-012     | 1                | \$ 73,224.00                       | \$ 81,197.00                        | \$ 7,973.00   |
| 080-007     | 1                | \$ 7,973.00                        | \$ 0.00                             | \$ (7,973.00) |

**Position to be funded from one of the following:**

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other

COST SAVINGS TO 080-007 (HB65)/ FUNDS AVAILABLE IN GRANT 080-012 (BORDER PROSECUTION INITIATIVE)

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions  
Full Time Employee Temporary Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

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   

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

CHANGE IN COST ALLOCATION IS NECESSARY TO UTILIZE 100% OF THE AWARDED FUNDS FROM THE BORDER PROSECUTION INITIATIVE GRANT.

\*ALL COMPENSATION WILL BE PAID FROM GRANT.

**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

---

---

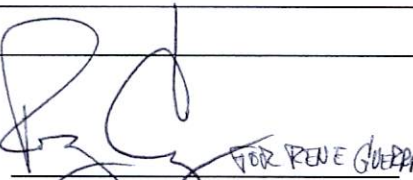
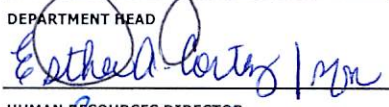

---

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

---

---

---

|    |  |                    |                                   |   |
|----|--|--------------------|-----------------------------------|---|
| 1. | <br>FOR RENE GUERRA<br>DEPARTMENT HEAD                | 7/22/2013<br>Date  | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <br>Estrella Cortez / MPA<br>HUMAN RESOURCES DIRECTOR | 07.22.13<br>Date   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT                 | 07/22/2013<br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | _____<br>COMMISSIONERS' COURT APPROVAL   | _____<br>Date      | _____                             | _____   |



**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

---

---


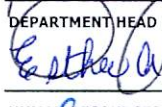

---

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

---

---

---

|    |   |                           |                                   |   |
|----|---|---------------------------|-----------------------------------|---|
| 1. | <br>FOR RENE GUERRA<br>DEPARTMENT HEAD | <u>7/22/13</u><br>Date    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <br>HUMAN RESOURCES DIRECTOR           | <u>07.22.13</u><br>Date   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT  | <u>07/22/2013</u><br>Date | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | _____   | _____                     | _____                             | _____   |
|    | COMMISSIONERS' COURT APPROVAL   | Date                      |                                   |   |