



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


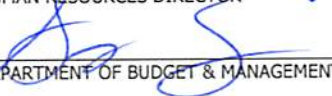
See Attachment

**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. |  | 12/03/2013                | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <i>Esther A. Costas</i><br>HUMAN RESOURCES DIRECTOR                                 | <i>12-16-13</i><br>DATE   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. |  | <i>12/19/2013</i><br>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

12/03/2013

- |    |  |                   |                                   |   |                             |
|----|--|-------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Roy Cazaes for Rene Guerra</u>            | <u>DATE</u>       | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <u>Enthel A. Lopez by Sylvia Rios</u>        | <u>12-16-13</u>   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>DEPARTMENT OF BUDGET &amp; MANAGEMENT</u> | <u>12/19/2013</u> | 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:  
12/12/2013

CURRENT POSITION TITLE:

NEW SLOT. #:  
109-~~117~~ 118 *PC*

REQUESTED POSITION TITLE: **Assistant District Attorney II**

**REQUEST FOR:**

- New Position    
  Temporary Position    
  Position Reclassification\*    
  Other

**POSITION SALARY REQUEST:**

<u>10</u> <u>9</u>	<b>0.00</b>	<b>\$3,000.00</b>	\$	<b>30,000.00</b> <b>\$27,000.00</b>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds

Other **4-1223-412-00-080-007-0-113** *AS PER EXHIBIT A - AGENDA ITEM 42358*

**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

**TEMPORARY POSITIONS:**

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)

Due to an increase in workload.


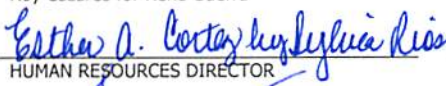
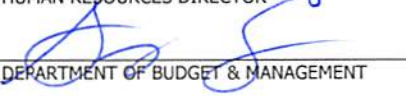
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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>_____<br>Roy Cazares for Rene Guerra                  | 12/12/2013<br>_____<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <br>_____<br>ESTHER A. CORTAZ<br>HUMAN RESOURCES DIRECTOR | 12-16-13<br>_____<br>DATE   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <br>_____<br>DEPARTMENT OF BUDGET & MANAGEMENT            | 12/19/2013<br>_____<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   | _____<br>DATE               | _____                             | _____   |



# HIDALGO COUNTY Personnel Adjustment Request Form



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

DATE:  
12/12/2013

CURRENT POSITION TITLE: **Assistant District Attorney II**

CURRENT SLOT. #:  
066

REQUESTED POSITION TITLE:

**REQUEST FOR:**

- New Position   
 Temporary Position   
 Position Reclassification\*   
 Other Increase amount in slot

**POSITION SALARY REQUEST:**

<u>1</u>	<u>\$4,466.00</u>	<u>\$7,466.00</u>	\$	<u>\$3,000.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget   
 Annual Budget Cycle   
 Will Require Additional Funds

Other 4-1223-412-00-080-007-0-113

**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

**TEMPORARY POSITIONS:**

_____ 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)

Due to an increase in workload.


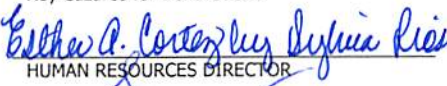
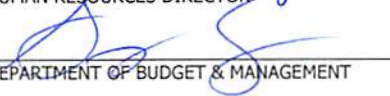
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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>_____<br>Roy Cazares for Rene Guerra                                    | 12/12/2013<br>_____<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <br>_____<br>ESTHER A. CORTAZ FOR SYLVIA RIVERA<br>HUMAN RESOURCES DIRECTOR | 12-16-13<br>_____<br>DATE   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <br>_____<br>DEPARTMENT OF BUDGET & MANAGEMENT                              | 12/19/2013<br>_____<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   | _____<br>DATE               | _____                             | _____   |



# HIDALGO COUNTY Personnel Adjustment Request Form



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

DATE:  
12/12/2013

CURRENT POSITION TITLE: INTAKE CLERK

CURRENT SLOT. #:  
101

REQUESTED POSITION TITLE:

**REQUEST FOR:**

- New Position   
 Temporary Position   
 Position Reclassification\*   
 Other **CHANGE EMPLOYMENT STATUS FROM FULL-TIME TO PART-TIME**

**POSITION SALARY REQUEST:**

<u>1</u>	<u>\$33,280.00</u>	<u>\$33,280.00</u>	\$	<u>0.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget   
 Annual Budget Cycle   
 Will Require Additional Funds

Other 4-1223-412-00-080-007-0-114

**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

**TEMPORARY POSITIONS:**

01/01/2014    12/31/2014    Mon-Fri    32 hrs    1 year  
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)

Position no longer needed as a full time position. Will be reducing the amount of hours per week to 32 from 40.




**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.		12/12/2013		
	Roy Cazares for Rene Guerra	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		12-16-13		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/19/2013		
	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:  
12/03/2013

CURRENT POSITION TITLE:

CURRENT SLOT. #:  
T107

REQUESTED POSITION TITLE: Clerk IV

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other

### POSITION SALARY REQUEST:

<u>1</u>	<u>0-20</u>	<u>\$8,320.00</u>	\$	<u>8,320.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other 4-1223-412-00-080-007-0-122

### POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$20.00 hrly</u> Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	<u>\$20.00 hrly * 416 hrs = \$8,320.00 (6 months)</u> Hourly Rate * 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

<u>01/01/2014</u>	<u>06/30/2014</u>	<u>Mon-Fri</u>	<u>16 hrs 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:	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)

Working on modification of forms such as judgments, waivers and also make sure that we are in compliance with CJIS.


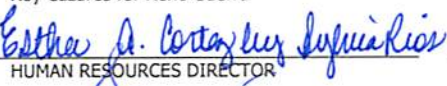
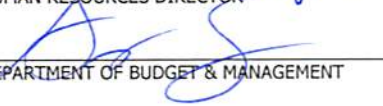
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 _____ Roy Cazares for Rene Guerra	12/13/2013 _____ DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ ESTHER A. CORTAZ FOR SUPERVISOR	12-16-13 _____ DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2013 _____ 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:  
12/13/2013

CURRENT POSITION TITLE: Criminal Investigator I

Current SLOT. #:  
058

REQUESTED POSITION TITLE:

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other Delete Position

**POSITION SALARY REQUEST:**

<u>1</u>	<u>\$35,000.00</u>	<u>0.00</u>	\$	<u>-\$35,000.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

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

Other 4-1223-412-00-080-007-0-122 *XXX PC*

**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

**TEMPORARY POSITIONS:**

<u>01/01/2014</u>	_____	_____	_____	_____
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)

Delete vacant slot  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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. |  | 12/03/2013        | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <i>Esther A. Cortez</i><br>HUMAN RESOURCES DIRECTOR                                 | <i>12-16-13</i>   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. |  | <i>12/19/2013</i> | 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.		12/03/2013		
	Roy Cazares for Rene Guerra	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		12-16-13		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/19/2013		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		