



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-003)
HIDTA CHAPTER 59 (270-011)

DATE: 11/22/13

CURRENT POSITION TITLE: COMMANDER

CURRENT SLOT. #: G001 (270-003)
G001 (270-011)

REQUESTED POSITION TITLE: COMMANDER

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:

Salary Amount:	\$	<u>60,000.00</u>	\$	<u>80,000.00</u>	\$	<u>20,000.00</u>
HIDTA TASK FORCE (1291)		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
HIDTA CH. 59 (1251)	\$	<u>20,000.00</u>	\$	<u>.00</u>	\$	<u>(20,000.00)</u>
		Current Budgeted Salary		Proposed 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 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
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:	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)

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. | 
FOR RENE GUERRA
DEPARTMENT HEAD | <u>12/2/2013</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
ESTHER A. CORTAZ
HUMAN RESOURCES DIRECTOR | <u>12-05-13</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/17/2013</u>
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: HIDTA TASK FORCE (270-003)
HIDTA CHAPTER 59 (270-011)

DATE: 11/13/13

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT. #: G007 (270-003)
G007 (270-011)

REQUESTED POSITION TITLE:

New Position Temporary Position Position Reclassification* Other DELETION OF POSITION

REQUEST FOR:

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

POSITION SALARY REQUEST:

Salary Amount: \$ 50,000.00 \$.00 \$ (50,000.00)
HIDTA TASK Current Budgeted Salary Proposed Budgeted Salary Net Change
FORCE (1291)

\$ 7,000.00 \$.00 \$ (7,000.00)
HIDTA CH. 59 Current Budgeted Salary Proposed Budgeted Salary Net Change
(1251)

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 Temporary Part Time Temporary \$ _____
Object 121 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: 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)



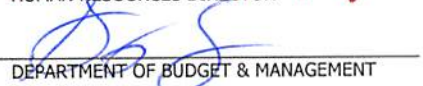
NEW POSITION: Brief job description and attach a copy of the new job description.

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. | 
FOR RENE GUERRA
DEPARTMENT HEAD | 12/2/2013
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 12-05-13
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 12/17/2013
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: HIDTA TASK FORCE (270-003)
HIDTA CHAPTER 59 (270-011)

DATE: 11/22/13

CURRENT POSITION TITLE: ASSISTANT COMMANDER

CURRENT SLOT. #: G008 (270-003)
G008 (270-011)

REQUESTED POSITION TITLE: ASSISTANT COMMANDER

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:

Salary Amount:	\$	<u>50,000.00</u>	\$	<u>66,000.00</u>	\$	<u>16,000.00</u>
HIDTA TASK FORCE (1291)		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
HIDTA CH. 59 (1251)	\$	<u>16,000.00</u>	\$	<u>0.00</u>	\$	<u>(16,000.00)</u>
		Current Budgeted Salary		Proposed 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 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 _____
Enter hourly rate for temp. positions \$ _____
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:	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)

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. | 
<u>FIR PENE GUERRA</u>
DEPARTMENT HEAD | <u>12/2/2013</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
<u>ARTHUR A. CORTAZ</u>
HUMAN RESOURCES DIRECTOR | <u>12-05-13</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
<u>DEPARTMENT OF BUDGET & MANAGEMENT</u> | <u>12/17/2013</u>
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: HIDTA TASK FORCE (270-003)
HIDTA CHAPTER 59 (270-011)

DATE: 11/22/13

CURRENT POSITION TITLE: ACCOUNTANT III

CURRENT SLOT. #: G009 (270-003)
G009 (270-011)

REQUESTED POSITION TITLE: ACCOUNTANT III

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:

Salary Amount:	\$	<u>45,200.00</u>	\$	<u>55,000.00</u>	\$	<u>9,800.00</u>
HIDTA TASK FORCE (1291)		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
HIDTA CH. 59 (1251)	\$	<u>9,800.00</u>	\$	<u>.00</u>	\$	<u>(9,800.00)</u>
		Current Budgeted Salary		Proposed 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 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:	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)

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



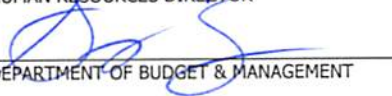
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 FOR RENE GUERRA DEPARTMENT HEAD	<u>12/2/2013</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>12-16-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/17/2013</u> 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: HIDTA TASK FORCE (270-003)

DATE: 11/22/13

CURRENT POSITION TITLE: INTELLIGENCE RESEARCH SPECIALIST

CURRENT SLOT #: G010 (270-003)

REQUESTED POSITION TITLE: INTELLIGENCE RESEARCH SPECIALIST

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other Salary Decrease ~~REDISTRIBUTE % OF FUNDS~~

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

POSITION SALARY REQUEST:

Salary Amount: \$ 37,000.00 Current Budgeted Salary \$ 35,885.00 Proposed Budgeted Salary \$ (1,115.00) Net Change

~~HIDTA CH. 59 (1251)~~ \$ _____ Current Budgeted Salary \$ _____ Proposed 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 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	<input checked="" type="checkbox"/>	FLSA: 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)

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	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	<i>John FINE GUERRA</i>	<i>12/2/2013</i>			
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	<i>Elizabeth Bentley Jay August Knorr</i>	<i>12-05-13</i>			
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	<i>[Signature]</i>	<i>12/17/2013</i>			
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: 11/22/13

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR III

CURRENT SLOT #: G014 (270-003)
G024(270-011)

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR III

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:

Salary Amount:	\$	<u>50,000.00</u>	\$	55,315.00	\$	5,315.00
HIDTA TASK FORCE (1291)		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
				<u>\$55,800.00</u>		<u>\$5,800.00</u>
				<u>\$6,200.00</u>		<u>(\$5,800.00)</u>
HIDTA CH. 59 (1251)	\$	<u>12,000.00</u>	\$	6,685.00	\$	(5,315.00)
		Current Budgeted Salary		Proposed 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 _____
 Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Enter hourly rate for temp. positions
 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:	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)

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


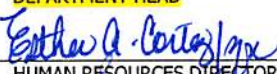
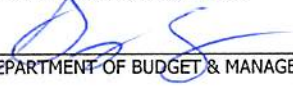
NEW POSITION: Brief job description and attach a copy of the new job description.

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.		12/13/2013		
	DEPARTMENT HEAD	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.		12/17/2013		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		