



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: District Attorney's Office/ 080-002
080-007

DATE: 01/30/2014

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

SLOT #: 0059 (080-002)
0035 (080-007)

REQUESTED POSITION TITLE:

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other DELETE SLOT

POSITION SALARY REQUEST:

(Crim DA 080-002) 34,469.00
 (DA IVS 080-007) 6,991.00
 (HB65)

Salary Amount: \$	Current Budgeted Salary	\$	Proposed Budgeted Salary	\$	Net Change
	34,469.00		0.00		-34,469.00
	6,991.00				-6,991.00

Position to be funded from one of the following:

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

Other 4-1100-412-00-080-002-0-113 & 4-1223-412-00-080-007-0-113

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.)
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CIVIL SERVICE:

Exempt FLSA: Exempt

Non-Exempt FLSA: Non-Exempt

N/A

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

Positions will be recreated as an Accountant position.

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

080-002 slot 059

080-007 slot 035

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		01/30/2014		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		03-19-14		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		03/20/14		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: District Attorney's Office/ 080

DATE: 03/10/2014

CURRENT POSITION TITLE: ~~ACCOUNTANT III~~ *afk*

SLOT. #: 108 *(080-002)*

0119 (080-007)

REQUESTED POSITION TITLE: *Accountant III*

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

Salary Amount: \$ *0-* *pc* Current Budgeted Salary \$ 34,469.00 – Gen Fund *(080-002)* Proposed Budgeted Salary \$ 6,991.00 – DA Inv. *(080-007)* Net Change 34,469.00-Gen Fund
6,991.00-DA Inv. *pc*

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 4-1100-412-00-080-002-0-113 & 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.)

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

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

Positions needed to keep the accounting of the different accounts in our office.




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.		03/10/2014		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		03-19-14		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		03/20/14		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		