



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIM DA (080-002) DATE: 10/13/2014

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY IV CURRENT SLOT #: 0026

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY IV

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DECREASE IN SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$ 9,837.00 Current Allowance Amount \$ 9,814.00 Proposed Allowance Amount \$ (23.00) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other ADULT PROBATION - RECLASS OF EXPEND. TO DWI COURT GRANT (4-1297-423-00-320-032-5-XXX)

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: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

THE DWI GRANT ALLOCATES FUNDING FOR PSONNEL COSTS ASSOCIATED WITH ONE PROSECUTOR POSITION OR REPRESENTATIVE

FROM THE DA'S OFFICE WHO REVIEWS CASES FOR ENTERANCE OF OFFENDERS INTO THE PROGRAM AND PARTICIPATES IN THE STAFFINGS.

THE DECREASE IN SUPPLEMENTAL PAY IS REQUIRED TO COVER THE FRINGES BENEFITS ASSOCIATED TO THIS PAY.

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

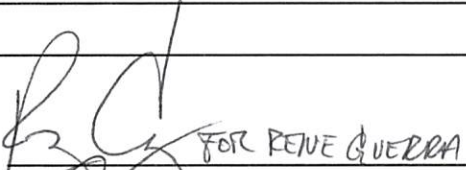
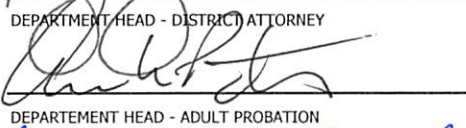
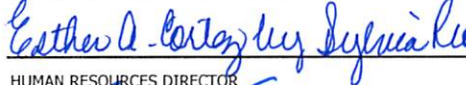

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

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

Employee No. 127531. SUPPLEMENTAL PAY AND RELATED FRINGE BENEFITS WILL BE PAID FROM CRIM DA ACCOUNT
(4-1100-412-00-080-002-0-XXX) AND LATER RECLASSIFIED TO DWI GRANT ACCOUNT (4-1297-423-00-320-032-5-XXX).

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 FOR RENE GUERRA DEPARTMENT HEAD - DISTRICT ATTORNEY	10/13/2014 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
2.	 DEPARTEMENT HEAD - ADULT PROBATION	10/13/14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
3.	 HUMAN RESOURCES DIRECTOR	10.14.14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
4.	 DEPARTMENT OF BUDGET & MANAGEMENT	10/14/2014 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
5.	COMMISSIONERS' COURT APPROVAL	Date					



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIM DA (080-002)

DATE: 10/13/2014

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY IV

CURRENT SLOT #: 0013

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY IV

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other AUTHORIZE SUPPLEMENTAL PAY

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

POSITION SALARY REQUEST:

Allowance Amount:

\$ 0.00 \$ 9,752.00 \$ 9,752.00
Current Allowance Amount Proposed Allowance Amount Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other ADULT PROBATION - RECLASS OF EXPEND. TO RE-ENTRY COURT GRANT (4-1289-423-00-320-044-5-XXX)

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: N/A

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
N/A

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

THE RE-ENTRY GRANT ALLOCATES FUNDING FOR PERSONNEL COSTS ASSOCIATED WITH ONE PROSECUTOR POSITION OR REPRESENTATIVE
FROM THE DA'S OFFICE WHO PROVIDES LEGAL SERVICES TO OFFENDERS WHO HAVE PARTICIPATED IN THE SAFETY PROGRAM AND NOW
HAVE BEEN RELEASED AND ARE PLACED ON PROBATION; UNDER THIS PROGRAM THE OFFENDERS ARE LEGALY OBLIGATED TO REPORT TO
A DISTRICT JUDGE AND PROSECUTOR EVERY TWO WEEKS TO BE MONITORED FOR SUCCESSFUL TRANSITION INTO COMMUNITY LIFE.

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)


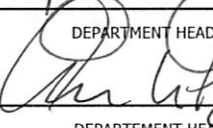


COMMENTS: (Any comments you wish to make regarding this request)

Employee No. 0779171. SUPPLEMENTAL PAY AND RELATED FRINGE BENEFITS WILL BE PAID FROM CRIM DA ACCOUNT

(4-1100-412-00-080-002-0-XXX) AND LATER RECLASSIFIED TO RE-ENTRY GRANT ACCOUNT (4-1289-423-00-320-044-5-XXX).

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 FOR RENE GUERRA DEPARTMENT HEAD - DISTRICT ATTORNEY	10/13/2014 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 DEPARTEMENT HEAD - ADULT PROBATION	10/13/14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 Esther A. Cortez by Sylvia Rio HUMAN RESOURCES DIRECTOR	10-14-14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	 DEPARTMENT OF BUDGET & MANAGEMENT	10/14/2014 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
5.	COMMISSIONERS' COURT APPROVAL	Date			