



HIDALGO COUNTY

Personnel Adjustment Request Form



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

DATE: 12/3/2014

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR I

CURRENT SLOT #: 270-003-G003
~~270-011-G003~~

G025 PC

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

Create cost allocation slot. PC

POSITION SALARY REQUEST:

HIDTA TASK FORCE (270-003)

Salary Amount:

\$ 53,000.00 \$ 53,000.00 \$ 0.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 0.00 \$ 3,000.00 \$ 3,000.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 Employee 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 Non-Exempt N/A
FLSA: Exempt Non-Exempt

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

MERIT INCREASE




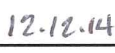
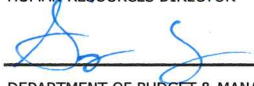
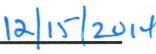
NEW POSITION: Brief job description and attach a copy of the new job description.

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
2.	 HUMAN RESOURCES DIRECTOR	 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 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: HIDTA TASK FORCE (270-003)
HIDTA CHAPTER 59 (270-011)

DATE: 12/3/2014

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: 270-003-G004
270-011-G004

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

POSITION SALARY REQUEST:

HIDTA TASK FORCE (270-003)

Salary Amount:

\$ 50,000.00 \$ 50,000.00 \$ 0.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 5,000.00 \$ 8,000.00 \$ 3,000.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 Employee 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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

MERIT INCREASE

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>Felipe Guerrero by [Signature]</u> DEPARTMENT HEAD	<u>12/4/2014</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Esther A. Cortez by Sylvia Riva</u> HUMAN RESOURCES DIRECTOR	<u>12-12-14</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>12-15-2014</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: 12/3/2014

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: 270-003-G006
270-011-G006

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

POSITION SALARY REQUEST:

HIDTA TASK FORCE (270-003)

Salary Amount:

\$ 50,000.00 \$ 50,000.00 \$ 0.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 7,000.00 \$ 10,000.00 \$ 3,000.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 Employee 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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

MERIT INCREASE

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><i>Gene Guerra by Alice</i></u> DEPARTMENT HEAD	<u><i>12/4/2014</i></u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u><i>Esther D. Cortez by Sylvia Kosi</i></u> HUMAN RESOURCES DIRECTOR	<u><i>12-12-14</i></u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u><i>12-15-2014</i></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: 12/3/2014

CURRENT POSITION TITLE: ASSISTANT COMMANDER

CURRENT SLOT #: 270-003-G008
~~270-011-G008~~

G008e

REQUESTED POSITION TITLE: ASSISTANT COMMANDER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

create cost allocation slot. 2c

POSITION SALARY REQUEST:

HIDTA TASK FORCE (270-003)

Salary Amount:

\$ 66,000.00 \$ 66,000.00 \$ 0.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 0.00 \$ 4,000.00 \$ 4,000.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 Employee 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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

MERIT INCREASE

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.	<i>Gene Guerra by [Signature]</i>	<i>12/4/2014</i>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.	<i>Esther A. Cortez by Sylvia Rios</i>	<i>12-12-14</i>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.	<i>[Signature]</i>	<i>12-15-2014</i>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
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: 12/3/2014

CURRENT POSITION TITLE: ACCOUNTANT III

CURRENT SLOT #: 270-003-G009
~~270-011-G009~~

G027 PC

REQUESTED POSITION TITLE: ACCOUNTANT III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

Create cost allocation slot. PC

POSITION SALARY REQUEST:

HIDTA TASK FORCE (270-003)

Salary Amount:

\$ 55,000.00⁰⁰ PC ~~53,885.00~~ \$ 55,000.00⁰⁰ PC ~~53,885.00~~ \$ 0.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ _____ \$ 2,115.00 \$ 2,115.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 Employee 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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

MERIT INCREASE

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. *[Signature]* *12/4/2014* FUNDING AVAILABLE IN DEPT. BUDGET YES NO
 DEPARTMENT HEAD Date

2. *Esther A. Lopez by Sofia Rosi* *12.12.14* PERSONNEL PROCEDURES COMPLETED YES NO
 HUMAN RESOURCES DIRECTOR Date

3. *[Signature]* *12/15/2014* BUDGET PROCEDURES COMPLETED YES NO
 DEPARTMENT OF BUDGET & MANAGEMENT Date

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: 12/3/2014

CURRENT POSITION TITLE: INTELLIGENCE RESEARCH SPECIALIST

CURRENT SLOT #: 270-003-G010
270-011-~~G010~~

G028

REQUESTED POSITION TITLE: INTELLIGENCE RESEARCH SPECIALIST

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

create cost allocation slot. pc

POSITION SALARY REQUEST:

HIDTA TASK FORCE (270-003)

Salary Amount:

\$ 35,885.00 *pc* \$ 35,885.00 *pc* \$ 0.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 0.00 \$ 2,083.00 \$ 2,083.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 Employee 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)

MERIT INCREASE

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>Rene Guerra by Dee</u> DEPARTMENT HEAD	<u>12/14/2014</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Lopez by Sylvia Rio</u> HUMAN RESOURCES DIRECTOR	<u>12.12.14</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>SJS</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>12-15-2014</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: 12/3/2014

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

CURRENT SLOT #: 270-003-G011
270-011-~~G011~~

G029

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

create cost allocation slot. pc

POSITION SALARY REQUEST:

HIDTA TASK FORCE (270-003)

Salary Amount:

\$ 42,000.00 \$ 42,000.00 \$ 0.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 0.00 \$ 2,000.00 \$ 2,000.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 Employee 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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

MERIT INCREASE

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.	<i>Frene Guerra by [Signature]</i> DEPARTMENT HEAD	<i>12/4/2014</i> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<i>Esther A. Cortez by Sylvia Ricci</i> HUMAN RESOURCES DIRECTOR	<i>12-12-14</i> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	<i>12-15-2014</i> 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: 12/3/2014

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: 270-003-G013
270-011-G018

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

POSITION SALARY REQUEST:

HIDTA TASK FORCE (270-003)

Salary Amount:

\$ 50,000.00 \$ 50,000.00 \$ 0.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 5,000.00 \$ 8,000.00 \$ 3,000.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 Employee 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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

MERIT INCREASE

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.	<i>Rene Guerra by Dale</i> DEPARTMENT HEAD	<i>12/14/2014</i> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<i>Esther N. Cortez by Sylvia Ricci</i> HUMAN RESOURCES DIRECTOR	<i>12-12-14</i> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	<i>12-15-2014</i> 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 (270-004)
HIDTA CHAPTER 59 (270-011)

DATE: 12/3/2014

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR III

CURRENT SLOT #: 270-004-G014
270-011-G024

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY INCREASE

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

POSITION SALARY REQUEST:

HIDTA TASK FORCE (270-003)

Salary Amount:	Grade 16/ Step 0 <u>Pe</u>	Grade 16/ Step 0 <u>Pe</u>	
\$	55,800.00	\$	55,800.00
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary
			\$ 0.00
			Net Change

HIDTA CHAPTER 59 (270-011)

Salary Amount:	Grade 16/ Step 0 <u>Pe</u>	Grade 16/ Step 0 <u>Pe</u>	
\$	6,200.00	\$	9,200.00 <u>15,000.00</u> <u>Pe</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary
			\$ 15,000.00
			3,000.00 <u>Pe</u>
			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 Employee 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)

MERIT INCREASE

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><i>Rene Guera by Ale</i></u> DEPARTMENT HEAD	<u>12/4/2014</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Esther A. Cortez by Sylvia Rios</i></u> HUMAN RESOURCES DIRECTOR	<u>12-12-14</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>12-15-2014</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			