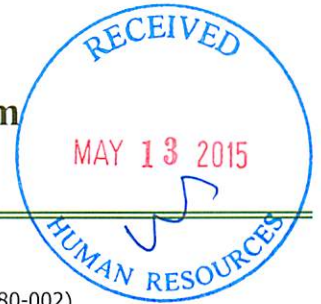




# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III CURRENT SLOT #: 0049 (080-002)  
0020 (080-007)

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

**REQUEST FOR:**

New Position  Temporary Position  Position Reclassification\*  Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
\$ 50,421.00 Current Budgeted Salary    \$ 50,421.00 Proposed Budgeted Salary    \$ 0.00 Net Change

Salary Amount: (080-007)  
\$ 11,679.00 Current Budgeted Salary    \$ 7,557.00 Proposed Budgeted Salary    \$ (4,122.00) 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 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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, AT THIS TIME, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY.

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

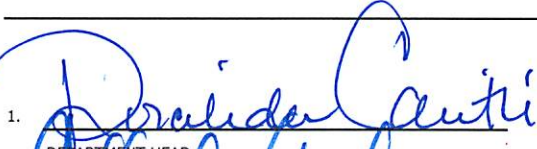


**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S OFFICE.

**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	5/8/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/15/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/18/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date		



AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S 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

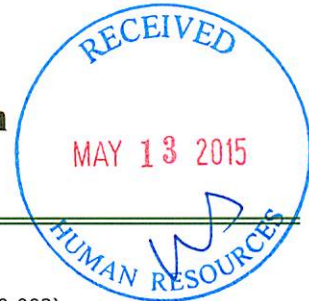
**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1. <u>David C. Cantre</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. <u>Robert C. Colton</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT IV CURRENT SLOT #: 0065 (080-002)  
0040 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

**REQUEST FOR:**

New Position  Temporary Position  Position Reclassification\*  Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$	<u>33,222.00</u>	\$	<u>33,222.00</u>	\$	<u>0.00</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Salary Amount: (080-007)

\$	<u>6,000.00</u>	\$	<u>0.00</u>	\$	<u>(6,000.00)</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  \_\_\_\_\_  
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  Non-Exempt  N/A

FLSA: Exempt  Non-Exempt

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

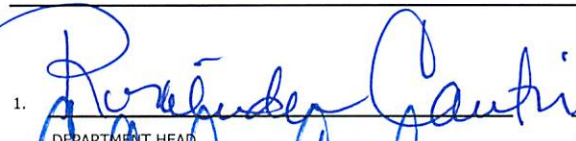


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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

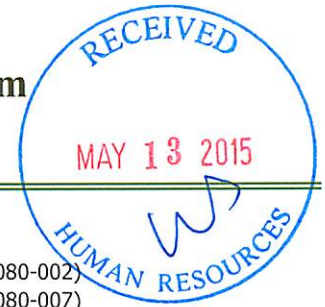
**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	5/8/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/15/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/17/2015 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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015  
 CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT II CURRENT SLOT #: 0066 (080-002)  
 REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT II CURRENT SLOT #: 0082 (080-007)

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 28,094.00 Current Budgeted Salary    \$ 28,094.00 Proposed Budgeted Salary    \$ 0.00 Net Change

Salary Amount: (080-007)  
 \$ 2,000.00 Current Budgeted Salary    \$ 1,906.00 Proposed Budgeted Salary    \$ (94.00) 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 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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

**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>Rosalinda Audi</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Leslie A. Wenz</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT II CURRENT SLOT #: 0070 (080-002)  
0031 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 27,856.00    \$ 27,856.00    \$ 0.00  
 Current Budgeted Salary    Proposed Budgeted Salary    Net Change

Salary Amount: (080-007)  
 \$ 7,544.00    \$ 5,006.00    \$ (2,538.00)  
 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     \_\_\_\_\_  
 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:    FLSA:

Exempt        Exempt   

Non-Exempt        Non-Exempt   

N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN  
 ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S 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.	<u><i>David Cantu</i></u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u><i>Beth A. Colby</i></u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</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>05/18/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I CURRENT SLOT #: 0071 (080-002)  
0084 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 22,303.00    \$ 22,303.00    \$ 0.00  
 Current Budgeted Salary    Proposed Budgeted Salary    Net Change

Salary Amount: (080-007)  
 \$ 3,697.00    \$ 1,697.00    \$ (2,000.00)  
 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     \_\_\_\_\_  
 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:    FLSA:

Exempt        Exempt   

Non-Exempt        Non-Exempt   

N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN  
 ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

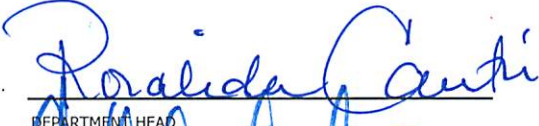


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	5/8/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/15/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/18/2015 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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT II CURRENT SLOT #: 0072 (080-002)  
0045 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT II

**REQUEST FOR:**

New Position  Temporary Position  Position Reclassification\*  Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 26,863.00 Current Budgeted Salary    \$ 26,863.00 Proposed Budgeted Salary    \$ 0.00 Net Change

Salary Amount: (080-007)  
 \$ 6,150.00 Current Budgeted Salary    \$ 5,537.00 Proposed Budgeted Salary    \$ (613.00) 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 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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

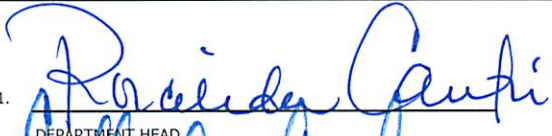
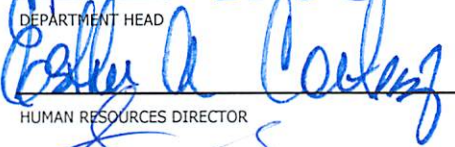

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	5/8/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/15/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/18/2015 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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT II CURRENT SLOT #: 0074 (080-002)  
0048 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 25,869.00    \$ 25,869.00    \$ 0.00  
 Current Budgeted Salary    Proposed Budgeted Salary    Net Change

Salary Amount: (080-007)  
 \$ 7,747.00    \$ 1,131.00    \$ (6,616.00)  
 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     \_\_\_\_\_  
 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:    FLSA:

Exempt        Exempt   

Non-Exempt        Non-Exempt   

N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN  
 ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

CHANGES: THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S OFFICE.

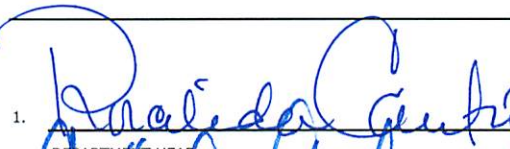
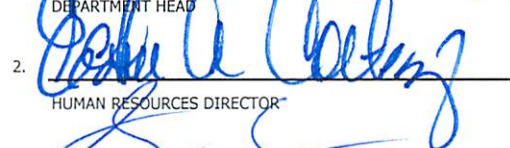

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



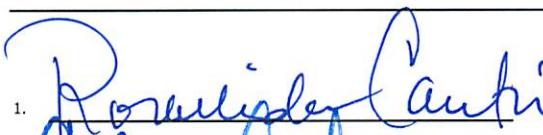


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT II CURRENT SLOT #: 0078 (080-002)  
0052 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 24,879.00    \$ 24,879.00    \$ 0.00  
 Current Budgeted Salary    Proposed Budgeted Salary    Net Change

Salary Amount: (080-007)  
 \$ 7,183.00    \$ 7,032.00    \$ (151.00)  
 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     \_\_\_\_\_  
 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:    FLSA:

Exempt        Exempt   

Non-Exempt        Non-Exempt   

N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN  
 ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

**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>Rosaida Canbi</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Patricia A. Wilson</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I CURRENT SLOT #: 0082 (080-002)  
0086 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 22,303.00    \$ 22,303.00    \$ 0.00  
 Current Budgeted Salary    Proposed Budgeted Salary    Net Change

Salary Amount: (080-007)  
 \$ 3,697.00    \$ 1,697.00    \$ (2,000.00)  
 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     \_\_\_\_\_  
 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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE


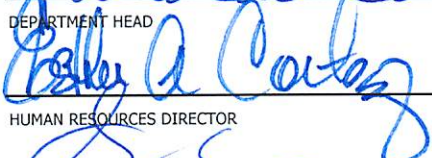

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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

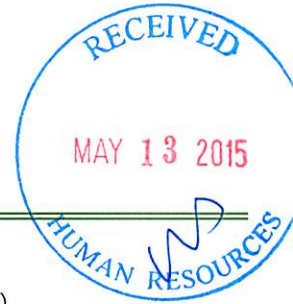
**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	5/8/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/15/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/18/2015 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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I CURRENT SLOT #: 0084 (080-002)  
0088 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 22,303.00    \$ 22,303.00    \$ 0.00  
 Current Budgeted Salary    Proposed Budgeted Salary    Net Change

Salary Amount: (080-007)  
 \$ 3,697.00    \$ 1,697.00    \$ (2,000.00)  
 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     \_\_\_\_\_  
 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:    FLSA:

Exempt        Exempt   

Non-Exempt        Non-Exempt   

N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN  
 ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

**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>Rosalinda Cantu</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Patricia A. Cobos</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/19/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I CURRENT SLOT #: 0085 (080-002)  
0089 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (INCREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$	<u>26,409.00</u>	\$	<u>30,353.00</u>	\$	<u>3,944.00</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Salary Amount: (080-007)

\$	<u>4,913.00</u>	\$	<u>5,647.00</u>	\$	<u>734.00</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 DA INVESTIGATION HB 65 LAPSED FUNDING (5-1223-412-00-080-007-0-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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S 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.	<u>David Cantu</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Shelley Coates</u> HUMAN RESOURCES DIRECTOR	<u>9/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/19/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I CURRENT SLOT #: 0086 (080-002)  
0090 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 22,303.00    \$ 22,303.00    \$ 0.00  
 Current Budgeted Salary    Proposed Budgeted Salary    Net Change

Salary Amount: (080-007)  
 \$ 3,697.00    \$ 0.00    \$ (3,697.00)  
 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     \_\_\_\_\_  
 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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

**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

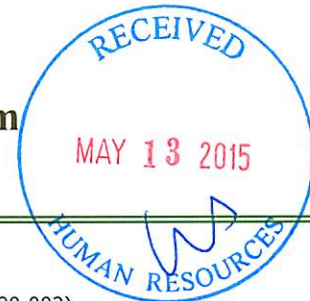
**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u>Roselida Cantu</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Patricia A. Cook</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>DS</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/14/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I CURRENT SLOT #: 0088 (080-002)  
0091 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

**REQUEST FOR:**

New Position  Temporary Position  Position Reclassification\*  Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$ 22,660.00 Current Budgeted Salary    \$ 22,660.00 Proposed Budgeted Salary    \$ 0.00 Net Change

Salary Amount: (080-007)

\$ 3,340.00 Current Budgeted Salary    \$ 0.00 Proposed Budgeted Salary    \$ (3,340.00) 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 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  Non-Exempt  N/A

FLSA: Exempt  Non-Exempt

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

**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>Rosendo Cantu</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002)      DATE: 5/8/2015

CURRENT POSITION TITLE: ADMINSTRATIVE ASSISTANT I      CURRENT SLOT #: 0103 (080-002)  
0093 (080-007)

REQUESTED POSITION TITLE: ADMINSTRATIVE ASSISTANT I

**REQUEST FOR:**

New Position       Temporary Position       Position Reclassification\*       Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$ 24,087.00      \$ 24,000.00      \$ (87.00)  
Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Salary Amount: (080-007)

\$ 1,913.00      \$ 0.00      \$ (1,913.00)  
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       \_\_\_\_\_  
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:      FLSA:

Exempt       Exempt     

Non-Exempt       Non-Exempt     

N/A     

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN  
ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

**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>Romelida Cantu</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Estela Cortez</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</u> 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.

**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>David Canti</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cates</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/12/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	COMMISSIONERS' COURT APPROVAL	_____	_____



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-002)

DATE: 5/8/2015

CURRENT POSITION TITLE:

0117 (080-002)  
CURRENT SLOT #: 0127 (080-007)

REQUESTED POSITION TITLE: ACCOUNTS PAYABLE SPECIALIST III

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount: (080-002)

\$	0.00	\$	13,830.00	\$	13,830.00
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Salary Amount: (080-007)

\$	0.00	\$	31,170.00	\$	31,170.00
	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    5-1223-412-00-080-007-0-XXX DA INVESTIGATION HB 65

### 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:    FLSA:

Exempt        Exempt   

Non-Exempt        Non-Exempt   

N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING THE  
CREATION OF A NEW ACCOUNTS PAYABLE SPECIALIST III POSITION. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT

REQUIRE IMMEDIATE CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S

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.	<u>Rovilio de la Cruz</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Edna C. Lopez</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	COMMISSIONERS' COURT APPROVAL	Date

# **HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE**

## **ACCOUNTS PAYABLE SPECIALIST III**

### **GENERAL DESCRIPTION**

Performs mid level accounts payable work. Work involves processing of county invoices and payment in a timely manner. Communicate with County departments regarding purchase orders, invoices and payments. Work may involve grants or Capital Improvement projects with the County. Answer inquiries from departments regarding account balances and encumbrances. Will scan, stamp, and file all documentation regarding payments. May train and/or oversee other staff.

### **EXAMPLES OF WORK PERFORMED**

Alerts departments of discrepancies with purchase orders and invoicing

Verifies account balances for deficiencies

Advises department regarding procedures for processing of payments

Submits journal entries for corrections or adjustments to accounts

Examines claims for validity and completeness prior to invoice entry

Maintains manual and automated batch log to ensure appropriate release of checks

Processes void and manual checks

May work with grant related or special revenue payment processing with categorical threshold limits

May review and process Capital Improvement payments with special revenue funds

Interacts with County departments regarding vendor data or policies

May research historical payments for other departments requesting information

Performs all other related duties as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Graduation from a high school or equivalent (GED)

Business Technical training

Two to three (2-3) years experience in accounts payable in a governmental or commercial setting.

**Knowledge, Skills, and Abilities**

General accounting knowledge

Good verbal and written communication

10 key calculator

Knowledge of MS Word and Excel

Understand record keeping techniques

Able to utilize all office equipment

**Registration, Certification, or Licensure**

Must have current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-002)

DATE: 5/8/2015

CURRENT POSITION TITLE:

0118 (080-002)  
CURRENT SLOT #: 0128 (080-007)

REQUESTED POSITION TITLE: HUMAN RESOURCES SPECIALIST III

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount: (080-002)

\$ 0.00      \$ 13,830.00      \$ 13,830.00  
Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Salary Amount: (080-007)

\$ 0.00      \$ 31,170.00      \$ 31,170.00  
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 5-1223-412-00-080-007-0-XXX DA INVESTIGATION HB 65

### 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:      FLSA:  
Exempt          Exempt      
Non-Exempt          Non-Exempt      
N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING THE  
CREATION OF A NEW HUMAN RESOURCES SPECIALIST III POSITION. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT

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.	<u>Rosaida Cantu</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Patricia A. Chastain</u> HUMAN RESOURCES DIRECTOR	<u>3/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/19/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	COMMISSIONERS' COURT APPROVAL	Date _____

# **HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE**

## **HUMAN RESOURCES SPECIALIST III**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) human resources management work. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations; May train others; May supervise the work of others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Coordinates the recruitment of applicants and makes recommendations for selection

Coordinates human resources activities

Completes human resources-related surveys and questionnaires

Compiles and analyzes wage data

Prepares and maintains various human resources correspondence and reports

Provides advice and assistance on classification, recruitment, retention, compensation, benefits, leave provisions, employee relations, and salary administration matters

Counsels' staff on issues, rules, and regulations related to human resources management

Makes recommendations for changes to the Classification Plan, including additions, deletions, new classes, title changes, and reallocations

Conducts audits of human resources activities to ensure compliance with policies and procedures

Conducts workforce analyses and executes workforce plans and recruitment and retention strategies

Communicates and disseminates human resources policies and procedures

Assists in planning, developing, revising, and implementing human resources policies and procedures

May train others

May supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

One (3) years experience in human resources management work

Graduation from an accredited four (4) year college or university with major course work in human resources management, business or public administration, or a related field

Experience and education may be substituted for one another

### **Knowledge, Skills, and Abilities**

Knowledge of the principles and practices of human resources management; of compensation principles and practices; of job evaluation methods; and of federal, state, and local laws, statutes, and regulations

Skill in conducting interviews

Ability to evaluate applicant qualifications, to analyze job requirements, to prepare and revise job descriptions, and to explain policies and procedures to staff and the public, and to train others, and to supervise the work of others

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

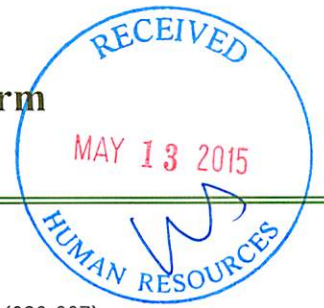
Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-007) DATE: 5/8/2015

CURRENT POSITION TITLE: CURRENT SLOT #: 0129 (080-007)

REQUESTED POSITION TITLE: INVENTORY CONTROL SPECIALIST III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-007)

\$ 0.00      \$ 36,000.00      \$ 36,000.00

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    5-1223-412-00-080-007-0-XXX DA INVESTIGATION HB 65

**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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING THE CREATION OF A NEW INVENTORY CONTROL SPECIALIST III POSITION. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S OFFICE.

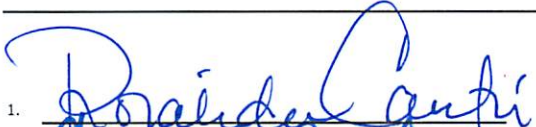


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	5/8/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/15/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/18/2015 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: CRIMINAL DISTRICT ATTORNEY (080-007)

DATE: 5/8/2015

CURRENT POSITION TITLE:

CURRENT SLOT #: 0130 (080-007)

REQUESTED POSITION TITLE: SYSTEM SUPPORT MANAGER

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-007)

\$ 0.00      \$ 65,000.00      \$ 65,000.00  
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    5-1223-412-00-080-007-0-XXX DA INVESTIGATION HB 65

**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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING THE CREATION OF A NEW SYSTEM SUPPORT MANAGER POSITION. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S OFFICE.

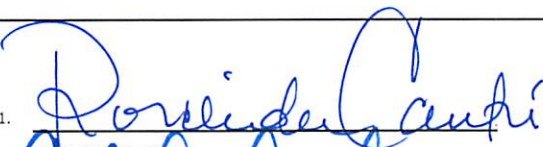


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	5/8/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/15/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/18/2015 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.

**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>Dominica Cantu</i></u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u><i>Esther A. Cortez</i></u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</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>05/12/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015  
 CURRENT POSITION TITLE: ASSISTANT DA III CURRENT SLOT #: 0010 (080-002) 0007 (080-015)  
 REQUESTED POSITION TITLE: ASSISTANT DA III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$	<u>60,655.00</u>	\$	<u>54,146.00</u>	\$	<u>(6,509.00)</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Salary Amount: (080-015)

\$	<u>10,885.00</u>	\$	<u>9,354.00</u>	\$	<u>(1,531.00)</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 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:    FLSA:  
 Exempt        Exempt      
 Non-Exempt        Non-Exempt      
 N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN  
 ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE  
 CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S 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

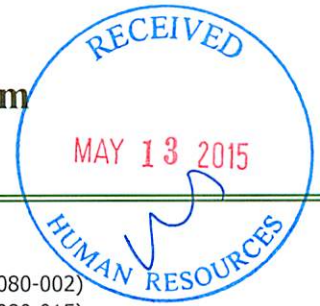
**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u>David Cantin</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Richard Colby</u> HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/14/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ASSISTANT DA III CURRENT SLOT #: 0036 (080-002)  
0028 (080-015)

REQUESTED POSITION TITLE: ASSISTANT DA III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$	<u>59,760.00</u>	\$	<u>53,955.00</u>	\$	<u>(5,805.00)</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Salary Amount: (080-015)

\$	<u>9,520.00</u>	\$	<u>8,145.00</u>	\$	<u>(1,375.00)</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 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  Non-Exempt  N/A

FLSA: Exempt  Non-Exempt

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

**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>David Cantin</u> DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Paul A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>7/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/19/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR III CURRENT SLOT #: 0034 (080-002)  
0019 (080-016)

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$	<u>56,537.00</u>	\$	<u>55,000.00</u>	\$	<u>(1,537.00)</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Salary Amount: (080-016)

\$	<u>4,983.00</u>	\$	<u>0.00</u>	\$	<u>(4,983.00)</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 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:    FLSA:

Exempt     Exempt   

Non-Exempt     Non-Exempt     M

N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN  
ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S OFFICE.

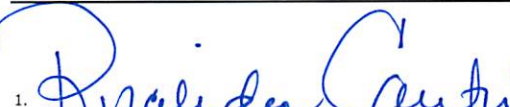


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR I CURRENT SLOT #: 0087 (080-002)  
0021 (080-016)

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (INCREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$	<u>44,583.00</u>	\$	<u>44,583.00</u>	\$	<u>0.00</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Salary Amount: (080-016)

\$	<u>417.00</u>	\$	<u>10,417.00</u>	\$	<u>10,000.00</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     \_\_\_\_\_  
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  Non-Exempt  N/A

FLSA: Exempt  Non-Exempt

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

CHANGES. THESE CHANGES ARE NEEDED FOR THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT ATTORNEY'S OFFICE.

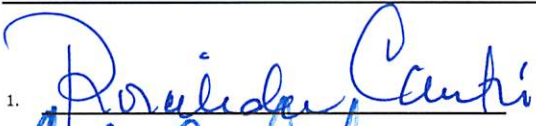
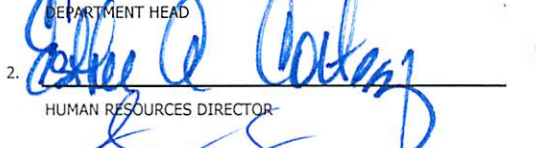

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.	 DEPARTMENT HEAD	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/10/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	_____	_____	_____	_____



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III CURRENT SLOT #: 0098 (080-002)  
0012 (080-016)

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 51,117.00    \$ 51,117.00    \$ 0.00  
 Current Budgeted Salary    Proposed Budgeted Salary    Net Change

Salary Amount: (080-016)  
 \$ 12,003.00    \$ 10,983.00    \$ (1,020.00)  
 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     \_\_\_\_\_  
 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:    FLSA:

Exempt        Exempt   

Non-Exempt        Non-Exempt   

N/A   

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

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN  
 ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

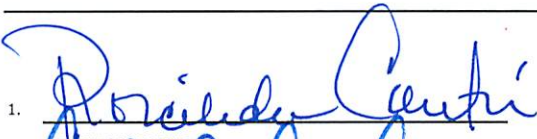


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>5/19/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II CURRENT SLOT #: 0099 (080-002)  
0022 (080-016)

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 53,822.00 Current Budgeted Salary    \$ 51,410.00 Proposed Budgeted Salary    \$ (2,412.00) Net Change

Salary Amount: (080-016)  
 \$ 3,758.00 Current Budgeted Salary    \$ 3,590.00 Proposed Budgeted Salary    \$ (168.00) 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 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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

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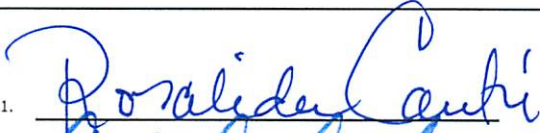
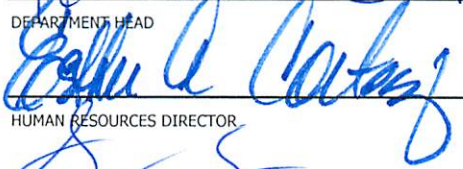
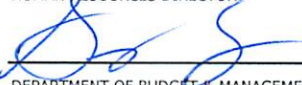
**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	<u>5/8/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>5/15/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/18/2015</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: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 5/8/2015

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III CURRENT SLOT #: 0110 (080-002)  
0016 (080-016)

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY ADJUSTMENT (DECREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)  
 \$ 52,002.00    Current Budgeted Salary    \$ 52,002.00    Proposed Budgeted Salary    \$ 0.00    Net Change

Salary Amount: (080-016)  
 \$ 16,498.00    Current Budgeted Salary    \$ 9,998.00    Proposed Budgeted Salary    \$ (6,500.00)    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 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)

AS PART OF THE DISTRICT ATTORNEY'S OFFICE RE-ORGANIZATIONAL/ RE-STRUCTURING PLAN, OUR OFFICE IS REQUESTING AN ADJUSTMENT TO THE BUDGETED SALARY. IN ADDITION, THE DA HAS IDENTIFIED AREAS IN THE OFFICE THAT REQUIRE IMMEDIATE

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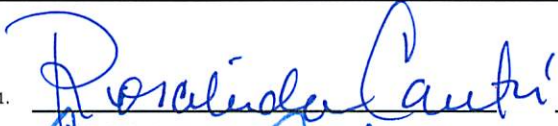
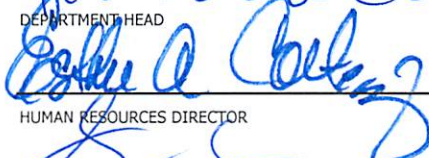

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**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.		<u>5/8/15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>5/15/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>05/19/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			