



**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.

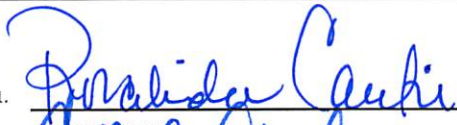
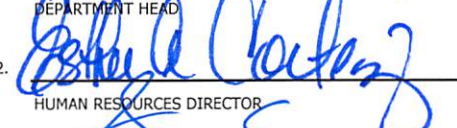

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	07/08/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/16/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/20/2015 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) DA BOND FORFEITURE (080-016) DATE: 7/8/2015

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY IV CURRENT SLOT #: 091 (080-002) 008 (080-016)

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II (~~002-116~~ / ~~016-022~~) <sup>01</sup>

**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>70,748.00</u>	\$	<u>49,428.00</u>	\$	<u>(21,320.00)</u>
		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
Salary Amount: (080-016)	\$	<u>8,672.00</u>	\$	<u>8,672.00</u>	\$	<u>0.00</u>
		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
Allowance Amount: (080-002)	\$	<u>900.00</u>	\$	<u>900.00</u>	\$	<u>0.00</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.	<u>Resalida Cantu</u> DEPARTMENT HEAD	<u>07/08/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Beth A. Coakley</u> HUMAN RESOURCES DIRECTOR	<u>7/16/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/22/15</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: 7/8/2015  
 DA BOND FORFEITURE (080-016)  
 DA INVESTIGATION HB65 (080-007)

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II      CURRENT SLOT #: 101 (080-002)  
 013 (080-016)  
 110 (080-007)

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

**REQUEST FOR:**

New Position       Temporary Position       Position Reclassification\* <sup>OT</sup>       Other      SALARY ADJUSTMENT (INCREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)	\$	<u>52,002.00</u>	\$	<u>57,402.00</u>	\$	<u>5,400.00</u>
		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
Salary Amount: (080-016)	\$	<u>3,098.00</u>	\$	<u>3,098.00</u>	\$	<u>0.00</u>
		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
Salary Amount: (080-007)	\$	<u>3,000.00</u>	\$	<u>3,000.00</u>	\$	<u>0.00</u>
		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
Allowance Amount: (080-002)	\$	<u>900.00</u>	\$	<u>900.00</u>	\$	<u>0.00</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      Funds transfer from slot 080-002-091

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

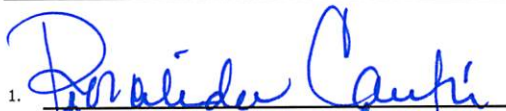


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	07/08/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/16/15 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/20/2015 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: 7/8/2015

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II      CURRENT SLOT #: 113 (080-002)

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

**REQUEST FOR:**

New Position       Temporary Position       <sup>OT</sup> Position Reclassification\*       Other SALARY ADJUSTMENT (INCREASE)

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

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$	<u>58,100.00</u>	\$	<u>63,500.00</u>	\$	<u>5,400.00</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Allowance Amount: (080-002)

\$	<u>900.00</u>	\$	<u>900.00</u>	\$	<u>0.00</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 Funds transfer from slot 080-002-091

**POSITION Type:**

Full Time Employee Object 113       Part Time Employee Object 114       \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121       Part Time Temporary Object 122       \$ \_\_\_\_\_  
Hourly Rate \*2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**      N/A

_____	_____	_____	_____	_____
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

**CIVIL SERVICE:**

Exempt            **FLSA:**      Exempt     

Non-Exempt            Non-Exempt     

N/A

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

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.

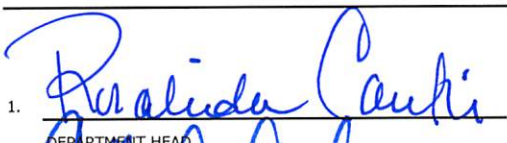
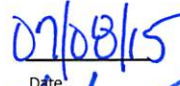

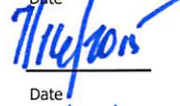


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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	 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: CRIMINAL DISTRICT ATTORNEY (080-007) DATE: 7/8/2015

CURRENT POSITION TITLE: CURRENT SLOT #: 0137<sup>01</sup>

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II (007-~~136~~<sup>137</sup>01)

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 0.00      \$ 58,100.00      \$ 58,100.00  
Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Allowance Amount:

\$ 0.00      \$ 900.00      \$ 900.00  
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     <sup>01</sup>  
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 ASSISTANT DISTRICT ATTORNEY II. 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.

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	<u>Rosalinda Cauti</u> DEPARTMENT HEAD	<u>07/08/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Peter A. Corley</u> HUMAN RESOURCES DIRECTOR	<u>7/16/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Do SJ</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/20/2015</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 (080-007) DATE: 7/8/2015

CURRENT POSITION TITLE: CURRENT SLOT #: 138 OT  
137 - (080-007)  
119 OT  
119  
149 - (080-002)

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III (007-137) OT

**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	\$	53,500.00	\$	53,500.00
		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
Salary Amount: (080-002)	\$	0.00	\$	9,100.00	\$	9,100.00
		Current Budgeted Salary		Proposed Budgeted Salary		Net Change
Allowance Amount: (080-002)	\$	0.00	\$	900.00	\$	900.00
		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: Exempt     FLSA: 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 ASSISTANT DISTRICT ATTORNEY II. 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.

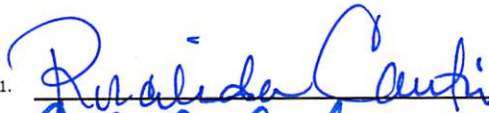
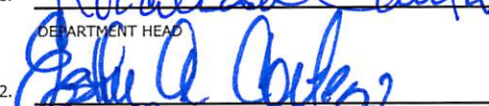
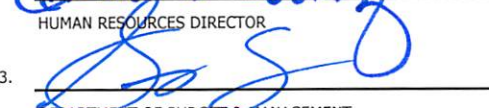
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	07/08/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/16/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	2/20/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			