



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 8/17/2015

CURRENT POSITION TITLE: CRIMINAL DISTRICT ATTORNEY CURRENT SLOT #: 002-050

REQUESTED POSITION TITLE: CRIMINAL DISTRICT ATTORNEY

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary supplement

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

POSITION SALARY REQUEST:

Salary Amount: (080-002)

\$	<u>50,144.00</u>	\$	<u>53,644.00</u>	\$	<u>3,500.00</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Allowance Amount: (080-002)

\$	<u>8,000.00</u>	\$	<u>8,000.00</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)

Increase authorized by the 84th Legislature under the General Appropriations Act Article IX, Section 18.12. Salary supplement is not an increase to the salary nor is it additional compensation. It is offered to off set the reduction in take home pay of the District Attorney due to an increase in the retirement contribution deducted. Hidalgo County will be reimbursed for this cost through the State Comptroller'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>Ronald Carter</u> DEPARTMENT HEAD	<u>08/17/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Esther G. Catyng</u> HUMAN RESOURCES DIRECTOR	<u>8.17.15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	_____ DEPARTMENT OF BUDGET & MANAGEMENT	_____ Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date		