



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY III (080-012) DATE: 11/2/2015

CURRENT POSITION TITLE: CURRENT SLOT #: 012-G005 / 007-A140

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY 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: (080-012)

\$	0.00	\$	79,469.45	\$	79,469.45
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Allowance Amount: (080-007)

\$	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 DA-Border Prosecution Unit Grant

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)

The District Attorney's Office is in need of an Assistant District Attorney III position to keep up with the increase in case loads related to border crimes. This additional position will assist Federal, State and local law enforcement agencies in the prosecution of border security related cases.

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

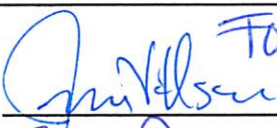


POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

For Ricardo Rodriguez DR.

1. <u></u> DEPARTMENT HEAD	11-9-15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. <u></u> HUMAN RESOURCES DIRECTOR	11/10/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. <u></u> DEPARTMENT OF BUDGET & MANAGEMENT	11/10/15 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4. _____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____