



**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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**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

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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><i>Dominique Conti</i></u> DEPARTMENT HEAD	<u>11/13/15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>[Signature]</i></u> HUMAN RESOURCES DIRECTOR	<u>11/13/2015</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>11/16/2015</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 (080-018) DATE: 11/12/2015

CURRENT POSITION TITLE: CURRENT SLOT #: 018-G002 / 007-A142

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:

\$ 0.00      \$ 63,100.00      \$ 63,100.00  
 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      Domestic Violence Specialty Prosecutor 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 due to the increase in Domestic Violence Cases. This position will prosecute cases involving Domestic Violence and will help victims exercise their legal rights.

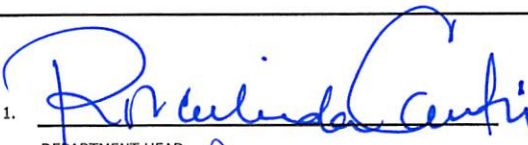


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**COMMENTS:** (Any comments you wish to make regarding this request)

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

1.		<u>11/13/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD						
2.		<u>11/13/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR						
3.		<u>11/16/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT						
4.	_____	_____	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date					