



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-018) DATE: 12/9/2015 (Revised 12/29/15)
CJD-OASP
 CURRENT POSITION TITLE: *DA Investigation HB 65 (080-007)* ASSISTANT DISTRICT ATTORNEY III CURRENT SLOT #: 018-G002 / 007-A142
 REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$	<u>64,993.00</u>	\$	<u>65,405.00</u>	\$	<u>412.00</u>
	Current Budgeted Salary		Proposed Budgeted Salary		Net Change

Allowance Amount:

\$	<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 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

<u>Start Date</u>	<u>End Date</u>	<u>Working Days & Hours</u>	<u>Hours Per Week</u>	<u>Duration (2 weeks, 3 months, etc.)</u>
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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)

Increase is necessary to be in line with that of the Felony Prosecutor 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)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

David Cantu
DEPARTMENT HEAD

12/9/15
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. *Paul Pelyng*
HUMAN RESOURCES DIRECTOR

Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. *[Signature]*
DEPARTMENT OF BUDGET & MANAGEMENT

12/29/2015
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date