



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY'S OFFICE (080)

DATE: 6/13/2016

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY IV

007-179
CURRENT SLOT #: 002-123 ^{BT} A123

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Adding longevity ^{BT} *create allowance slot*

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 75,000.00 \$ 75,000.00 \$ 0.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Longevity Amount:

\$ 0.00 \$ 1,680.00 \$ 1,680.00
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 _____

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)

Creation of general fund slot is needed to cover longevity pay for employee who has prior years of service in compliance with Chapter 41 of the

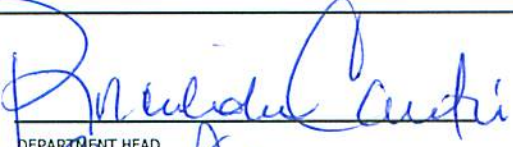
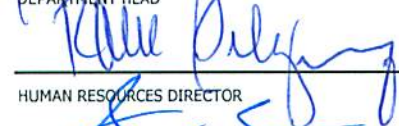

NEW POSITION: Brief job description and attach a copy of the new job description.

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	<u>6/13/16</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>6/16/2016</u> Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/17/2016</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	_____	_____	_____	_____

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<p>1. <u><i>Domenico Conti</i></u> DEPARTMENT HEAD</p> <p>2. <u><i>Kelli Polyzog</i></u> HUMAN RESOURCES DIRECTOR</p> <p>3. <u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT</p> <p>4. _____ COMMISSIONERS' COURT APPROVAL</p>	<p><u>06/13/16</u> Date</p> <p><u>6/16/2016</u> Date</p> <p><u>6/17/2016</u> Date</p> <p>_____ Date</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET</p> <p>PERSONNEL PROCEDURES COMPLETED</p> <p>BUDGET PROCEDURES COMPLETED</p> <p>_____</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
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