



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-011) ⁰⁰² DATE: 10/20/2016
DM VCLG (080-011)

CURRENT POSITION TITLE: VICTIM ASSISTANCE COORDINATOR CURRENT SLOT #: 011-G001 / 002-TB0 ⁰¹⁹⁶

REQUESTED POSITION TITLE: VICTIM ASSISTANCE COORDINATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Change in Funding
Creation of slot Source ^{PP}

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

POSITION SALARY REQUEST:

| | | | | |
|-----------------------|----|-------------------------|----|--------------------------|
| Salary Amount: (1281) | | | | |
| <u>(080-011)</u> | \$ | <u>43,260.00</u> | \$ | <u>42,000.00</u> |
| | | Current Budgeted Salary | | Proposed Budgeted Salary |
| | | | | <u>(1,260.00)</u> |
| | | | | Net Change |
| Salary Amount: (1100) | | | | |
| <u>(080-002)</u> | \$ | <u>0.00</u> | \$ | <u>1,260.00</u> |
| | | Current Budgeted Salary | | Proposed Budgeted Salary |
| | | | | <u>1,260.00</u> |
| | | | | Net Change |

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other VICTIM COORDINATOR & LIASON 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.) |
|------------|----------|----------------------|----------------|------------------------------------|

CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Creation of slot is necessary to cover the County calendar year 3% Cost of living increase that was approved by Court on September 29, 2015.

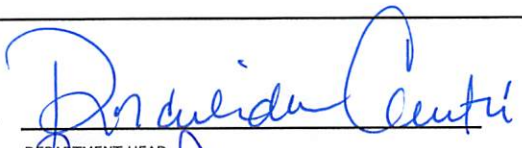
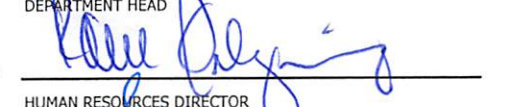

NEW POSITION: Brief job description and attach a copy of the new job description.

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>10/20/16</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| | DEPARTMENT HEAD | Date | | | |
| 2. |  | <u>10/21/2016</u> | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | |
| 3. |  | <u>10/25/2016</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | Date | | | |
| 4. | _____ | _____ | _____ | _____ | _____ |
| | COMMISSIONERS' COURT APPROVAL | Date | | | |