



HIDALGO COUNTY

Personnel Adjustment Request Form

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

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

REQUESTED POSITION TITLE: VICTIM ASSISTANCE COORDINATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Creation of slot

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

POSITION SALARY REQUEST:

Salary Amount: (1281)

\$ 43,260.00 Current Budgeted Salary \$ 42,000.00 Proposed Budgeted Salary \$ (1,260.00) Net Change

Salary Amount: (1100)

080-002 \$ 0.00 Current Budgeted Salary \$ 1,260.00 Proposed Budgeted Salary \$ 1,260.00 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.)
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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)

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.	Donalinda Centi	10/20/14	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.			PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.			BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.					
	COMMISSIONERS' COURT APPROVAL	Date			