



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-002) DATE: 11/3/2016

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III CURRENT SLOT #: 002-010

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY III

### REQUEST FOR:

New Position  Temporary Position  Position Reclassification\*  Other Adding supplemental pay

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

### POSITION SALARY REQUEST:

Supplemental Salary: \$ 0.00 Current Budgeted Salary \$ 11,720.<sup>00</sup> Proposed Budgeted Salary \$ 11,720.<sup>00</sup> Net Change

Position to be funded from one of the following:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Other Domestic Violence Court Grant (1289)

### 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)

THE DOMESTIC VIOLENCE COURT GRANT ALLOCATES FUNDING FOR PERSONNEL COSTS ASSOCIATED WITH ONE PROSECUTOR OR REPRESENTATIVE FROM THE DA'S OFFICE WHO REVIEWS CASES AND PARTICIPATES IN THE STAFFING OF DOMESTIC VIOLENCE CASES.

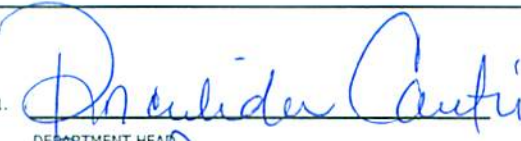


NEW POSITION: Brief job description and attach a copy of the new job description.

**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	11/04/16 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11/10/2016 Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/14/2016 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			