



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Criminal District Attorney (080-007)  
*DA CCP 59 PR*

DATE: 12/1/16

CURRENT POSITION TITLE:

CURRENT SLOT. #: TBD *DA*  
*0181*

REQUESTED POSITION TITLE: ADVOCATE I  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 0.00 Current Budgeted Salary      \$ 33,990.00 Proposed Budgeted Salary      \$ 33,990.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other Chapter 59 (1223)

**POSITION Type:**

- Full Time Employee Object 113
  - Part Time Employee Object 114
  - Full Time Temporary Object 121
  - Part Time Temporary Object 122
- Enter hourly rate for temp. positions  
\$ \_\_\_\_\_  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>Start Date</u>	<u>End Date</u>	<u>Working Days &amp; 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)

Position is needed to assist with the caseload and meet the statutory obligations of the District Attorney's Office Victims Assistance Program.

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

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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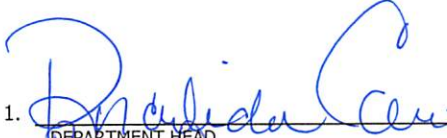
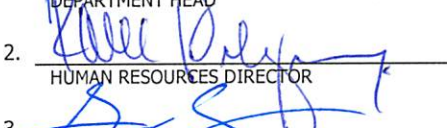

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		12/01/16	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		12/02/2016	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		12/9/2016	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE				