



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 01/19/2017 CURRENT POSITION TITLE: Assistant District Attorney III
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: 015-025
 DEPARTMENT NO.: 080-015 REQUESTED POSITION TITLE: Assistant District Attorney III

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Salary Decrease

SALARY REQUEST: \$ 11,840.00 \$ 6,850.00 -\$ 4,990.00
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DA Pretrial Intervention Program

POSITION TYPE:

Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE:

Exempt
 Non-Exempt

FLSA:

Exempt
 Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary			Hourly Rate	
Annual Salary / 2080 hrs per year = Hourly Rate				

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Decreasing budgeted salary.

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

David Cantu
 Department Head

01/19/2017
 Date

Blue P...
 Department of Human Resources

1/19/2017
 Date

[Signature]
 Department of Budget & Management

1/20/2017
 Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: ⁰⁰⁷ CRIMINAL DISTRICT ATTORNEY (080-002) ^{PR} DATE: 1/3/2017

CURRENT POSITION TITLE: Chapter 59 CURRENT SLOT #: TBD 0182 ^{PR}

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

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 \$ 59,843.00 \$ 59,843.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Auto Allowance:

^{PR} \$ 0.00 \$ 900.00 \$ 900.00
 Current Budgeted ^{Salary} Allowance Proposed Budgeted ^{Salary} Allowance Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other Chapter 59 - fund 1223

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: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

This position is needed to assist with the high caseload of the Office of the Criminal District Attorney.

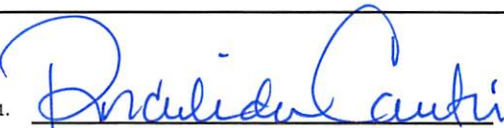
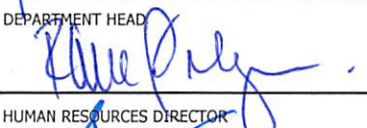

NEW POSITION: Brief job description and attach a copy of the new job description.

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	01/03/17 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/19/2017 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/20/2017 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 01/10/2017 CURRENT POSITION TITLE: Criminal Investigator III
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: 007-A165
 DEPARTMENT NO.: 080 REQUESTED POSITION TITLE: Criminal Investigator III

ALLOWANCE REQUEST: Type of Allowance

- Longevity Interpreter Clothing
 Supplemental Auto

Allowance Amount:	<u>\$ 3,600.00</u>	<u>\$ 0.00</u>	<u>-\$ 3,600.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 3,600.00

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Chapter 59- HB65

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt FLSA: Exempt
 Non-Exempt Non- Exempt

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)

Changing funding source

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Priscilla Cantu
 Department Head

01/11/17
 Date

Kelli Pugh
 Department of Human Resources

1/19/2017
 Date

[Signature]
 Department of Budget & Management

01/25/2017
 Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 01/10/2017 CURRENT POSITION TITLE: Criminal Investigator III
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: 002-034
 DEPARTMENT NO.: 080 REQUESTED POSITION TITLE: Criminal Investigator III

ALLOWANCE REQUEST: Type of Allowance

- | | | |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Interpreter | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Supplemental | <input checked="" type="checkbox"/> Auto | |

Allowance Amount:	<u>\$ 0.00</u>	<u>\$ 3,600.00</u>	<u>\$ 3,600.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 3,600.00

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment | <input type="checkbox"/> Other _____ | |

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)

Adding auto allowance / changing funding source

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Donalinda Cantu
Department Head

01/17/17
Date

Kilee Orly
Department of Human Resources

1/19/2017
Date

[Signature]
Department of Budget & Management

01/20/2017
Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 01/10/2017 CURRENT POSITION TITLE: Criminal Investigator II
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: 002-099
 DEPARTMENT NO.: 080 REQUESTED POSITION TITLE: Criminal Investigator II

ALLOWANCE REQUEST: Type of Allowance

- | | | |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Interpreter | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Supplemental | <input checked="" type="checkbox"/> Auto | |

Allowance Amount:	<u>\$ 0.00</u>	<u>\$ 3,600.00</u>	<u>\$ 3,600.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 3,600.00

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment | <input type="checkbox"/> Other _____ | |

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non- Exempt

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)

Adding auto allowance / changing funding source

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Doraciana Canki
Department Head

01/11/17
Date

Kate Delgado
Department of Human Resources

1/19/2017
Date

[Signature]
Department of Budget & Management

01/20/2017
Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 01/10/2017 CURRENT POSITION TITLE: Criminal Investigator II
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: 007-A166
 DEPARTMENT NO.: 080 REQUESTED POSITION TITLE: Criminal Investigator II

ALLOWANCE REQUEST: *Type of Allowance*

- Longevity Interpreter Clothing
 Supplemental Auto

Allowance Amount: \$ 3,600.00 \$ 0.00 -\$ 3,600.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$ 3,600.00

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Chapter 59- HB65

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt FLSA: Exempt
 Non-Exempt Non- Exempt

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)

Changing funding source

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

[Signature]
Department Head

01/11/17
Date

[Signature]
Department of Human Resources

1/19/2017
Date

[Signature]
Department of Budget & Management

01/20/2017
Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 01/10/2017 CURRENT POSITION TITLE: Assistant District Attorney III
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: 002-010
 DEPARTMENT NO.: 080 REQUESTED POSITION TITLE: Assistant District Attorney III

ALLOWANCE REQUEST: Type of Allowance

- | | | |
|--|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Interpreter | <input type="checkbox"/> Clothing |
| <input checked="" type="checkbox"/> Supplemental | <input type="checkbox"/> Auto | |

Allowance Amount:	<u>\$ 11,720.00</u>	<u>\$ 0.00</u>	<u>-\$ 11,720.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 11,720.00

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- | | | |
|--|---|--|
| <input type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment | <input checked="" type="checkbox"/> Other <u>Domestic Violence Court Grant (1289)</u> | |

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)

Removing Supplemental Pay (Ref: AI 57291 CC approval 11/15/16) (Employee # 210170)

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

[Signature]
 Department Head

01/11/17
 Date

[Signature]
 Department of Human Resources

1/19/2017
 Date

[Signature]
 Department of Budget & Management

01/20/2017
 Date

