



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: 02/09/2017 ^{PT} CURRENT POSITION TITLE: Assistant District Attorney III
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: 015-025
 DEPARTMENT NO.: 080-015 Pretrial Intervention Program REQUESTED POSITION TITLE: Assistant District Attorney III

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

SALARY REQUEST: \$ 6,850.00 \$ 5,305.00 -\$ 1,545.00
 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

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)**

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

02/09/2017
Date

2/14/17
Date

2/15/2017
Date



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: 02/09/2017 CURRENT POSITION TITLE: Assistant District Attorney III
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: 015-0035 / 002 - 11D
 DEPARTMENT NO.: 080-015 / 080-002 Program REQUESTED POSITION TITLE: Assistant District Attorney III

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Salary Increase *DM*
 SALARY REQUEST: \$ 0.00 \$ 1,545.00 \$ 1,545.00
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 *PR*

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	Annual Salary / 2080 hrs per year = Hourly Rate		Hourly Rate	

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)
To commensurate with the duties and responsibilities assigned to the position.

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

[Signature]
Department Head
[Signature]
Department of Human Resources
[Signature]
Department of Budget & Management

02/09/2017
Date
2/14/2017
Date
2/15/17
Date



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: 02/03/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: District Attorney's Office HBVS CURRENT SLOT NO.: 007-184
 DEPARTMENT NO.: 080-001 REQUESTED POSITION TITLE: Administrative Assistant II

REQUEST FOR: New Position Temporary Position Position Reclassification* Other _____

SALARY REQUEST: \$ 0.00 \$ 31,979.00 \$ 31,979.00
 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 Chapter 59

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)

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

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

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

02/03/2017
 Date
2/14/17
 Date
2/15/17
 Date