



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: 04/21/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: G004 (Proposed)
 DEPARTMENT NO.: 080-017-5 CJD-VAP REQUESTED POSITION TITLE: Intake Clerk

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

SALARY REQUEST: \$ 0.00 \$ 27,000.00 \$ 27,000.00
 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 Victim Assistance Program (080-017)

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)

The DA's Office is in need of this position to keep up with the demand in the number of victims of crime, make sure all procedures are in compliance with Chapter 56 of the Texas Code of Criminal Procedures and grant requirements.

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

Donalida Cardia
 Department Head
Kyle Pulping
 Department of Human Resources
[Signature]
 Department of Budget & Management

04/21/2017
 Date
4/25/2017
 Date
4/28/17
 Date