



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 08/01/2017 Current Slot No.: 0086 /0144
 Department Name: District Attorney's Office Current Position Title: Administrative Assistant I
 Department No.: 080 -002 /080 -007 Requested Position Title: Administrative Assistant II

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

SALARY REQUEST:	<u>\$ 22,972.00</u> Current Budgeted Amount	<u>\$ 26,625.00</u> Proposed Budgeted Amount	<u>\$ 3,653.00</u> Net Change
SALARY REQUEST:	<u>\$ 2,028.00</u> Current Budgeted Amount	<u>\$ 2,315.00</u> Proposed Budgeted Amount	<u>\$ 287.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 3,940.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

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

Upon evaluation of the position, it was determined that the job duties and level of responsibilities have increased significantly and are comparable to those of other Administrative Assistants in the District Attorney's Office.

Dominica Cantu
 Department Head
Alle Delgado
 Department of Human Resources
[Signature]
 Department of Budget & Management

08/01/2017
 Date
8/04/2017
 Date
8/4/17
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION ANALYSIS FORM



Employee Name: April Melchor

Department Name: District Attorney's Office

Current Position Title: Administrative Assistant I

Current Grade/Step: / Current Salary: \$ 25,000.00

Proposed Position Title: Administrative Assistant II

Proposed Grade/Step: 6 / Proposed Salary: \$ 28,940.00

RECLASSIFICATION DEFINITION – Policy Sections (3.23 and 6.28): Position reclassifications may be required when fundamental changes in the position duties have occurred over a period of time and are the result of required business changes, organizational restructuring or changes in a program or department mission. Reclassifications will only occur when a position's job responsibilities have changed significantly in level and/or scope over an extended period of time compared to the duties and responsibilities listed on the position job description. A reclassification request may or may not result in a change in salary grade until salary grades are established, a change in salary. (Amended March 6, 2008)

1. WHAT INCREASE IN RESPONSIBILITY AND WHAT ADDITIONAL DUTIES HAVE BEEN ASSIGNED TO THE EMPLOYEE?

Please list the new responsibilities/duties in the section below:

Make appointments for Investigators to meet with defendants, ensuring defendants keep appointments. Create JP complaints, filing of capias for rearrests, cross trained in all areas of Check Fraud/Bonds and Forfeiture division.
Have become TLETs operators to run Criminal History checks.

2. EXPLAIN THE REASON IT BECAME NECESSARY TO INCREASE THE LEVEL OF RESPONSIBILITY AND THE NEED TO ASSIGN ADDITIONAL RESPONSIBILITIES/DUTIES TO THE EMPLOYEE.

Please describe clearly and in detail the reason for these changes:

In assessing the work load of the Check Fraud division, measures were identified that would help the office operate more efficiently.



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

3. FOR HOW LONG (WEEKS/MONTHS) HAS THE EMPLOYEE BEEN ASSIGNED THESE DUTIES? IS THIS A PERMANENT CHANGE TO THE EMPLOYEE'S JOB?

Please specify in detail below:

Over the course of two years the responsibilities began shifting due to the volume of caseload. However, for the past 6 months, the changes significantly increased and have now become permanent.

Wendy Sierra

Supervisor's signature

08-01-17

Date

Rosalinda Cantu

Department Head signature

08/01/17

Date

DEPARTMENT OF HUMAN RESOURCES ONLY:

FINDINGS:

RECOMMENDATIONS:

Renee Dreyfus

Human Resources Director

8/04/2017

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 08/01/2017 Current Slot No.: 0088 / 0143
 Department Name: District Attorney's Office Current Position Title: Administrative Assistant I
 Department No.: 080 - 002 / 080-07 Requested Position Title: Administrative Assistant II

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

SALARY REQUEST:	<u>\$ 23,340.00</u> Current Budgeted Amount	<u>\$ 26,914.00</u> Proposed Budgeted Amount	<u>\$ 3,574.00</u> Net Change
SALARY REQUEST:	<u>\$ 1,660.00</u> Current Budgeted Amount	<u>\$ 2,026.00</u> Proposed Budgeted Amount	<u>\$ 366.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 3,940.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
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CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

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No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

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

Upon evaluation of the position, it was determined that the job duties and level of responsibilities have increased significantly and are comparable to those of other Administrative Assistants in the District Attorney's Office.

Dr. Anaida Corti
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

Date 08/01/2017
8/04/2017
 Date
8/4/17
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION ANALYSIS FORM



Employee Name: Danika Saldana

Department Name: District Attorney's Office

Current Position Title: Administrative Assistant I

Current Grade/Step: / Current Salary: \$ 25,000.00

Proposed Position Title: Administrative Assistant II

Proposed Grade/Step: 6 / Proposed Salary: \$ 28,940.00

RECLASSIFICATION DEFINITION – Policy Sections (3.23 and 6.28): Position reclassifications may be required when fundamental changes in the position duties have occurred over a period of time and are the result of required business changes, organizational restructuring or changes in a program or department mission. Reclassifications will only occur when a position's job responsibilities have changed significantly in level and/or scope over an extended period of time compared to the duties and responsibilities listed on the position job description. A reclassification request may or may not result in a change in salary grade until salary grades are established, a change in salary. (Amended March 6, 2008)

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Lisa R. Slaw

Supervisor's signature

08-01-17

Date

Ronaida Cantu

Department Head signature

08/01/17

Date

DEPARTMENT OF HUMAN RESOURCES ONLY:

FINDINGS:

RECOMMENDATIONS:

Renee Dreyer

Human Resources Director

8/04/2017

Date