



# 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: 08/03/2017 Current Slot No.: 168  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III  
 Department No.: 080-007 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other delete salary allocation

|                                |                         |                          |                     |
|--------------------------------|-------------------------|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 1,442.00</u>      | <u>\$ 0.00</u>           | <u>-\$ 1,442.00</u> |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change          |
| <b>SALARY REQUEST:</b>         | _____                   | _____                    | <u>\$ 0.00</u>      |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change          |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>-\$ 1,442.00</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

**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:**

|   |                 |                      |                       |                     |
|---|-----------------|----------------------|-----------------------|---------------------|
| <u>Start Date</u>   | <u>End Date</u> | <u>Work Schedule</u> | <u>Hours per Week</u> | <u>No. of Weeks</u> |
| 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)*

Deleting salary allocation from vacant slot to fund slot 080-007-168. 0002 kg

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Priscilla Conk*  
 Department Head  
*Ally Dreyfus*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

08/03/17  
 Date  
8/04/2017  
 Date  
8/4/17  
 Date



