



# 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: 09/14/2017 Current Slot No.: 06005  
 Department Name: District Attorney's Office Current Position Title: \_\_\_\_\_  
 Department No.: 080-017 Requested Position Title: Victims Unit Program Director

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 12,875.00	\$ 12,875.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 12,875.00		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Victims Assistance 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	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

In reviewing the salary for this position, it was determined that an adjustment to the salary was necessary to commensurate based on the increase in the level of complexity, productivity or accountability and that are above and beyond the scope of the employee's current responsibilities, not requiring an official change in the position or title.

*Priscilla Cantu*  
 Department Head  
*Paul O...*  
 Department of Human Resources  
*...*  
 Department of Budget & Management

09/14/17  
 Date  
09/21/2017  
 Date  
9/22/17  
 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: 09/14/2017 Current Slot No.: 0106006  
 Department Name: District Attorney's Office Current Position Title: \_\_\_\_\_  
 Department No.: 080-017 Requested Position Title: Advocate I

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

<b>SALARY REQUEST:</b>	\$ 0.00	<u>35,010.00</u> \$ 35,009.70	<u>35,010.00</u> \$ 35,009.70
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>35,010.00</u> \$ 35,009.70		\$ 0.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Victims Assistance 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 **FLSA:**  Exempt  
 Non-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)*

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.

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

09/14/17  
Date

9/21/2017  
Date

9/22/17  
Date