



# 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: 09/19/2017 Current Slot No.: 002-043  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III  
 Department No.: 080-002 Requested Position Title: Assistant District Attorney III

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

<b>SALARY REQUEST:</b> <u>\$ 50,830.00</u>	<u>\$ 55,830.00</u>	<u>\$ 5,000.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>SALARY REQUEST:</b> _____	_____	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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)*

Given the complexity of the work and responsibilities of the Assistant District Attorneys, this measure is necessary to retain and maintain professional staff so as to comply with the statutory obligations of the District Attorney's Office.

*Rosaida Cantu*  
 Department Head  
*Khalil D. ...*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

09/19/17  
 Date  
9/21/2017  
 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: 09/19/2017 Current Slot No.: 093  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney II  
 Department No.: 080-002 Requested Position Title: Assistant District Attorney II

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

<b>SALARY REQUEST:</b>	<u>\$ 53,562.00</u>	<u>\$ 58,562.00</u>	<u>\$ 5,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>SALARY REQUEST:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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)*

Given the complexity of the work and responsibilities of the Assistant District Attorneys, this measure is necessary to retain and maintain professional staff so as to comply with the statutory obligations of the District Attorney's Office.

*Rosalinda Cantu*  
 Department Head

09/19/17  
 Date

*Paula Dreyer*  
 Department of Human Resources

9/21/2017  
 Date

*[Signature]*  
 Department of Budget & Management

9/22/2017  
 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: 09/19/2017 Current Slot No.: 030  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III  
 Department No.: 080-002 Requested Position Title: Assistant District Attorney III

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

<b>SALARY REQUEST:</b>	<u>\$ 59,186.00</u>	<u>\$ 64,186.00</u>	<u>\$ 5,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>SALARY REQUEST:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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)**

Given the complexity of the work and responsibilities of the Assistant District Attorneys, this measure is necessary to retain and maintain professional staff so as to comply with the statutory obligations of the District Attorney's Office.

Rosalinda Cantu  
 Department Head

09/19/17  
 Date

                      
 Department of Human Resources

9/21/2017  
 Date

                      
 Department of Budget & Management

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: 09/19/2017 Current Slot No.: 020  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III  
 Department No.: 080-002 Requested Position Title: Assistant District Attorney III

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

<b>SALARY REQUEST:</b>	<u>\$ 60,431.00</u>	<u>\$ 65,431.00</u>	<u>\$ 5,000.00</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

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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				
_____ x _____ = Total Hours x _____ = Budgeted Salary				

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

Given the complexity of the work and responsibilities of the Assistant District Attorneys, this measure is necessary to retain and maintain professional staff so as to comply with the statutory obligations of the District Attorney's Office.

*Diana Cantu*  
 Department Head

09/19/17  
 Date

*Kate Polyan*  
 Department of Human Resources

9/21/2017  
 Date

*[Signature]*  
 Department of Budget & Management

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: 09/19/2017 Current Slot No.: 013-005  
 Department Name: District Attorney's Office Current Position Title: Attorney IV  
 Department No.: 080-013 Requested Position Title: Attorney IV

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

**SALARY REQUEST:** \$ 72,870.00 \$ 77,870.00 \$ 5,000.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**SALARY REQUEST:** \_\_\_\_\_ \$ 0.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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)*

Given the complexity of the work and responsibilities of the Assistant District Attorneys, this measure is necessary to retain and maintain professional staff so as to comply with the statutory obligations of the District Attorney's Office.

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

09/19/17  
 Date  
9/21/2017  
 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: 09/19/2017 Current Slot No.: 095  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III  
 Department No.: 080-002 Requested Position Title: Assistant District Attorney III

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

<b>SALARY REQUEST:</b> <u>\$ 48,777.00</u>	<u>\$ 53,777.00</u>	<u>\$ 5,000.00</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

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
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)*

Given the complexity of the work and responsibilities of the Assistant District Attorneys, this measure is necessary to retain and maintain professional staff so as to comply with the statutory obligations of the District Attorney's Office.

R. Gonzalez-Cantu  
 Department Head

09/19/17  
 Date

[Signature]  
 Department of Human Resources

9/21/2017  
 Date

[Signature]  
 Department of Budget & Management

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: 09/19/2017 Current Slot No.: 023  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney IV  
 Department No.: 080-002 Requested Position Title: Assistant District Attorney V

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

<b>SALARY REQUEST:</b>	<u>\$ 71,649.00</u>	<u>\$ 76,649.00</u>	<u>\$ 5,000.00</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

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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)**

Given the complexity of the work and responsibilities of the Assistant District Attorneys, this measure is necessary to retain and maintain professional staff so as to comply with the statutory obligations of the District Attorney's Office.

*Dona Gracie Cantor*  
 Department Head  
*Allye Dreyer*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

09/19/17  
 Date  
9/21/2017  
 Date  
9/22/17  
 Date