



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: 10/03/2017 Current Slot No.: 08006 (Proposed) kg
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-012 Requested Position Title: Criminal Investigator II

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 56,650.00</u> Proposed Budgeted Amount	<u>\$ 56,650.00</u> Net Change
SALARY REQUEST:	_____	_____	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 56,650.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Border Prosecution Grant

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>
<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)

The DA's Office is in need of this position to investigate all types of border related criminal activities and assist the BPU prosecutors in case preparation.

Priscilla Cantu
 Department Head
Ally Delyon
 Department of Human Resources
[Signature]
 Department of Budget & Management

10/04/17
 Date
10/05/2017
 Date
10/6/2017
 Date





COUNTY OF HIDALGO

Human Resources Department

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 10/03/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: District Attorney's Office CURRENT SLOT NO.: ~~TBD~~ A138 (proposed) *ty*
 DEPARTMENT NO.: 080 -002 *ty* REQUESTED POSITION TITLE: Criminal Investigator II

ALLOWANCE REQUEST: Type of Allowance

- Longevity Interpreter Clothing
 Supplemental Auto

Allowance Amount:	<u>\$ 0.00</u>	<u>\$ 3,600.00</u>	<u>\$ 3,600.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Allowance Amount:	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 3,600.00</u>		

POSITION/ALLOWANCE 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

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)

Auto allowance to be added to new Criminal Investigator position.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Auto allowance to be transferred from slot 080-002-087

Pranavinder Chauhan
 Department Head
Karee Dwyer
 Department of Human Resources
[Signature]
 Department of Budget & Management

10/04/17
 Date
10/05/2017
 Date
10/6/2017
 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: 10/03/2017 Current Slot No.: 0007 (Proposed) *ky*
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-012 Requested Position Title: Administrative Assistant I

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 27,000.00</u> Proposed Budgeted Amount	<u>\$ 27,000.00</u> Net Change
SALARY REQUEST:	_____	_____	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 27,000.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

<input type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other <u>Border Prosecution Grant</u>	

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)

The DA's office is in need of this position to provide support to BPU prosecutors and investigator with clerical duties, case file preparation.

Donalinda Cantu
 Department Head
Steve Delgado
 Department of Human Resources
[Signature]
 Department of Budget & Management

10/04/17
 Date
10/05/2017
 Date
10/6/2017
 Date

