



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: 03/21/2018 Current Slot No.: TBD 0144 (proposed) *fy*
 Department Name: DA'S OFFICE Current Position Title: _____
 Department No.: 080-002 Requested Position Title: CRIMINAL INVESTIGATOR II

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

SALARY REQUEST:	56,650.00	56,650.000	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<i>Auto Allowance</i>			
SALARY REQUEST:	3,600.00	3,600.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	\$0.00 <i>\$60,250.00 salary</i>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 8-1100-412-00-080-002-0-XXX

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		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)*

POSITION IS NECESSARY TO ALLOW THE DA'S OFFICE TO CONTINUE TO MEET THE
THE OFFICE'S STATUTORY REQUIREMENTS.

Doracida Cantin
 Department Head
Kalle P...
 Department of Human Resources
[Signature]
 Department of Budget & Management

03/21/18
 Date
3/22/2018
 Date
3/22/18
 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: 03/21/2018 Current Slot No.: TBD 0143 (proposed) FS
 Department Name: DA'S OFFICE Current Position Title: _____
 Department No.: 080-002 Requested Position Title: Assistant
 Requested Position Title: ASSIST. DISTRICT ATTORNEY IV

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

SALARY REQUEST:	\$ 94,687.00	\$ 94,687.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto Allowance.</i>		
SALARY REQUEST:	\$ 900.00	\$ 900.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 95,587.00	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 8-1100-412-00-080-002-0-XXX

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		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)

THE POSITION IS ESSENTIAL FOR THE OFFICE IN ORDER TO MEET THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY. THIS POSITION WILL REQUIRE A HIGH LEVEL OF COMPLEX WORK DUTIES AND RESPONSIBILITIES.

Department Head: Ronald Centuri Date: 03/21/18
 Department of Human Resources: Kelli Oley Date: 3/22/2018
 Department of Budget & Management: [Signature] Date: 3/22/18

