



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: 07/10/2018 Current Slot No.: 0148 (proposed) #8
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-002-0147 - by Requested Position Title: Assistant District Attorney II

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 59,875.00</u>	<u>\$ 59,875.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto Allowance:</i> SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 900.00</u>	<u>\$ 900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 60,775.00</u>		

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)*

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.

Priscilla Cantu
 Department Head

Will Pelayo
 Department of Human Resources

[Signature]
 Department of Budget & Management

07/10/2018
Date

7/12/2018
Date

7/13/18
Date

RECEIVED

JUL 10 2018

DEPARTMENT OF HUMAN RESOURCES



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: 07/10/2018 Current Slot No.: 0149 (proposed) fz
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-002-0148 fz Requested Position Title: Assistant District Attorney II

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

SALARY REQUEST:	\$ 0.00	\$ 59,875.00	\$ 59,875.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Auto Allowance:	\$ 0.00	\$ 900.00	\$ 900.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 60,775.00		

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)

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.

Doracida Cantis
 Department Head
Elle Brynj
 Department of Human Resources
AS
 Department of Budget & Management

07/10/2018
 Date
 7/12/2018
 Date
 2/13/18
 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: 07/10/2018 Current Slot No.: 0185 (proposed) tj
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-007-~~0185~~ Requested Position Title: Assistant District Attorney II

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

SALARY REQUEST:	\$ 0.00	\$ 59,875.00	\$ 59,875.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto Allowance:</i> SALARY REQUEST:	\$ 0.00	\$ 900.00	\$ 900.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 60,775.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 8-1223-412-00-080-007-0-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 _____		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 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.

Ronculinda Centri
 Department Head
Elle Pagan
 Department of Human Resources
[Signature]
 Department of Budget & Management

07/10/2018
 Date
7/12/2018
 Date
2/13/14
 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: 07/10/2018 Current Slot No.: 0186 (proposed) tjg
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-007-~~0186~~ Requested Position Title: Assistant District Attorney II

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

SALARY REQUEST:	\$ 0.00	\$ 59,875.00	\$ 59,875.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto Allowance:</i> SALARY REQUEST:	\$ 0.00	\$ 900.00	\$ 900.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 60,775.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 8-1223-412-00-080-007-0-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 **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				
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[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

07/10/2018
Date

7/12/2018
Date

7/13/18
Date

