



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 08/09/2018 Current Slot No.: -011-038 *see attached mpa*  
 Department Name: HIDTA Task Force Current Position Title: Criminal Investigator II  
 Department No.: 270008/270-011 Requested Position Title: Criminal Investigator II

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto  
*see attached*

ALLOWANCE AMOUNT: <u>\$ 0.00</u>	ALLOWANCE AMOUNT: <u>\$ 6,800.00</u>	ALLOWANCE AMOUNT: <u>\$ 6,800.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT: <u>\$ 0.00</u>	ALLOWANCE AMOUNT: <u>\$ 0.00</u>	ALLOWANCE AMOUNT: <u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 6,800.00

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

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other HIDTA Chapter 59

**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)

See attached

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

Rosealida Cantu  
 Department Head  
Kelli Delgado  
 Department of Human Resources  
AS  
 Department of Budget & Management

08/09/18  
 Date  
8/10/2018  
 Date  
8/10/18  
 Date



**Criminal Investigator II**

Given the complexity of the hazards, work and responsibilities of the HIDTA Investigators, this measure is necessary to retain and maintain professional law enforcement staff so as to comply with the Federal grant requirements and the statutory obligations of the District Attorney's Office.

RECEIVED  
AUG 10 2018  
DEPARTMENT OF  
HUMAN RESOURCES



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### MULTIPLE PERSONNEL ACTION FORM (Attachment A)

**NOTE:** Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: HIDTA Task Force

Department No.: 270-003 & 270-011

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
003-0003	Criminal Investigator II	Criminal Investigator II	\$60,000.00	\$55,000.00
<sup>0038</sup> 011-0040	Criminal Investigator II	Criminal Investigator II	\$1,800.00	\$0.00
<sup>0038</sup> 011-0040	Criminal Investigator II	Criminal Investigator II	\$0.00	\$6,800.00



# 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: 08/09/2018 Current Slot No.: ~~003-015/011-044~~ <sup>0015/0044</sup>  
 Department Name: HIDTA Task Force Current Position Title: \_\_\_\_\_  
 Department No.: 270 -003/27001 Requested Position Title: Div. MgrII, Financial Accounting

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 11,000.00</u> Proposed Budgeted Amount	<u>\$ 11,000.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 51,478.00</u> Proposed Budgeted Amount	<u>\$ 51,478.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 62,478.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other HIDTA Chapter 59

**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)**

See attached

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Rosalinda Cantu  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

08/09/18  
 Date  
8/10/2018  
 Date  
8/10/18  
 Date



**Division Manager II, Financial Accounting**

The request is commensurate with the increase level of productivity by our HIDTA department and the complexity of the work and responsibilities of administering federal grant, Chapter 59 forfeiture funds. The request is necessary to retain HIDTA personnel staff so as to maintain the continued requirements in receiving federal grants and to comply with the statutory obligations of the DA.





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 08/09/2018 Current Slot No.: 011-040 0040  
 Department Name: HIDTA Task Force Current Position Title: Criminal Investigator II  
 Department No.: 270 011 Requested Position Title: Criminal Investigator II

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 6,800.00</u>	<u>\$ 6,800.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 6,800.00

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

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other HIDTA Chapter 59

**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

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

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

*D. Cruz*  
 Department Head  
*Elise Polanco*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

08/09/18  
 Date  
8/10/2018  
 Date  
8/10/18  
 Date



**Criminal Investigator II**

Given the complexity of the hazards, work and responsibilities of the HIDTA Investigators, this measure is necessary to retain and maintain professional law enforcement staff so as to comply with the Federal grant requirements and the statutory obligations of the District Attorney's Office.

