



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.: TBD-0007 (proposed) / A150 (proposed) for
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-017/000003 Requested Position Title: Assistant District Attorney III

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

SALARY REQUEST:	\$ 0.00	\$ 67,476.00	\$ 67,476.00
	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: \$ 68,376.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Victim Assistance Program

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.

Daniel Contreras
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

Date 08/09/18
8/10/2018
 Date
8/14/18
 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: 08/09/2018 Current Slot No.: 017-003 0003 / A134 (proposed)
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney II
 Department No.: 080 -017/002 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<u>Delete</u>
SALARY REQUEST:	<u>\$ 59,875.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>-\$ 59,875.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change	
<i>Auto Allowance</i> SALARY REQUEST:	<u>\$ 900.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>-\$ 900.00</u>	
	Current Budgeted Amount	Proposed 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 Victim Assistance Program

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				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Position no longer needed.

Pranisha Cantu
 Department Head

Albe Delgado
 Department of Human Resources

[Signature]
 Department of Budget & Management

08/09/18
 Date

8/10/2018
 Date

8/10/18
 Date

