



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: 09/14/2018 Current Slot No.: ~~019~~-A001
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 280 080-019 Requested Position Title: Assistant District Attorney III

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REQUEST FOR: New Position Temporary Position* Position Reclassification Other Decreasing supplemental

SALARY REQUEST:	<u>\$ 11,730.00</u> Current Budgeted Amount	<u>\$ 11,690.00</u> Proposed Budgeted Amount	<u>-\$ 40.00</u> Net Change
SALARY REQUEST:			<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 40.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Texas Tropical BH

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>
Annual Salary <u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>			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 decrease in supplemental pay is required to comply with the 2019 Budget.

Donald Cantu
Department Head

Will Perez
Department of Human Resources

[Signature]
Department of Budget & Management

09/14/18
Date

9/18/2018
Date

9/21/18
Date

