



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: 11/02/2018 Current Slot No.: 017-007
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-017 Requested Position Title: _____

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

SALARY REQUEST: \$ 67,476.00 \$ 0.00 -\$ 67,476.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

Auto Allowance
PR

SALARY REQUEST: \$ 900.00 \$ 0.00 -\$ 900.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$ 68,376.00 -67,476.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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)

Position no longer needed

Department Head: [Signature]
 Department of Human Resources: [Signature]
 Department of Budget & Management: [Signature]

Date: 11/02/18
11/03/2018
11/05/18

RECEIVED
 NOV -5 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: 11/02/2018 Current Slot No.: FBD 0008 (proposed) ty
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-017 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
PR	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 59,875.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Victims 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:

<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				
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)

This personnel action is needed to commensurate with experience when filling this position.

Encelinda Cantu
 Department Head

 Department of Human Resources

 Department of Budget & Management

Date 11/02/18
11/05/2018
 Date 11/5/18
 Date _____

