



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: 11/28/2018 Current Slot No.: FBD see attached
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080 -xxx 020 JT Requested Position Title: Court Advocate see attached

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

SALARY REQUEST:	\$ 0.00	\$ 33,755.00	\$ 33,755.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 33,755.00	\$ 33,755.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 33,755.00	\$ 33,755.00	\$ 33,755.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Salary Adjustment
- Other Victims Unit Court Advocate Project 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:**

<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>		
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<small>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</small>				

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

These positions are essential in order to meet the obligations of the District Attorney's Office, will assist in meeting the daily needs of the Crime Victims Unit and to comply with the requirements of the Victims Unit Court Project Grant.

[Signature]
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

11/29/18
 Date

11/30/2018
 Date

11/30/18
 Date



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: District Attorney

Department No.: 080-~~XXX~~ 020
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Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0001		Court Advocate	\$0.00	\$33,755.00
0002		Court Advocate	\$0.00	\$33,755.00
0003		Court Advocate	\$0.00	\$33,755.00
0004		Court Advocate	\$0.00	\$33,755.00
0005		Court Advocate	\$0.00	\$33,755.00
0006		Court Advocate	\$0.00	\$33,755.00
0007		Court Advocate	\$0.00	\$33,755.00
0008		Court Advocate	\$0.00	\$33,755.00
0009		Court Advocate	\$0.00	\$33,755.00
0010		Court Advocate	\$0.00	\$33,755.00
		Total	\$0.00	\$337,550.00