



# 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: 11/29/2018 Current Slot No.: 0002/A132  
018-G002  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III  
 Department No.: 080-018/08002 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	\$ 67,476.00	\$ 0.00	-\$ 67,476.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>Auto Allowance</u> \$ 900.00	<u>0.00</u>	<u>-900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 67,476.00 ↓ 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 Domestic Violence Specialty

**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.

Priscilla Cantu 11/29/18  
 Department Head Date  
Will Pajon 11/30/18  
 Department of Human Resources Date  
[Signature] 12/01/18  
 Department of Budget & Management 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: 11/29/2018 Current Slot No.: 0005/A154  
018-005 **EBJ**  
 Department Name: District Attorney's Office Current Position Title: \_\_\_\_\_  
 Department No.: 080-018/080-002 Requested Position Title: Assistant District Attorney III IV **EBJ**

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 78,704.00	\$ 78,704.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto Allowance</i> <b>SALARY REQUEST:</b>	\$ 0.00	\$ 900.00	\$ 900.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** ~~\$ 78,704.00~~ \$ 79,604.00 **EBJ**

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

- Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Salary Adjustment                       Other Domestic Violence Specialty

- 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>
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)**

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

Department Head: [Signature] Date: 11/29/18  
 Department of Human Resources: [Signature] Date: 11/30/2018  
 Department of Budget & Management: [Signature] Date: 12/04/18

