



# 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: 12/12/2018 Current Slot No.: 002-090 / 0175/0007 EBS  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III K3  
 Department No.: 080 -002 / 080-007 / 080-016 Requested Position Title: \_\_\_\_\_

|   |  |  |
|---|--|--|
| <b>REQUEST FOR:</b> <input type="checkbox"/> New Position <input type="checkbox"/> Temporary Position* <input type="checkbox"/> Position Reclassification <input checked="" type="checkbox"/> Other | Delete                                     |  |
| <b>SALARY REQUEST:</b> <u>\$80,140.00</u><br><u>\$67,746.00</u><br>Current Budgeted Amount  | <u>\$ 0.00</u><br>Proposed Budgeted Amount | <u>-\$80,140.00</u><br><u>-\$67,746.00</u><br>Net Change |
| <u>Auto</u><br><b>SALARY REQUEST:</b> <u>\$ 900.00</u><br><u>\$ 900.00</u><br>Current Budgeted Amount   | <u>\$ 0.00</u><br>Proposed Budgeted Amount | <u>-\$ 900.00</u><br>Net Change                          |
| <b>TOTAL BUDGETARY IMPACT:</b> <u>-\$81,040.00</u><br><u>-\$68,646.00</u>   |  |  |

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

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment                    | <input type="checkbox"/> Other _____         |  |

- 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> |                 |   |                       |                     |
| <u>No. of Weeks</u> x <u>Hours per Week</u> = <u>Total Hours</u>  |                 | <u>Hourly Rate</u> = <u>Budgeted Salary</u> |                       |                     |

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

Position no longer needed.

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

12/12/18  
 Date  
12/13/2018  
 Date  
12/14/18  
 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: 12/12/2018 Current Slot No.: TBD ~~000~~ 0156,0204,0024 EBS  
 Department Name: District Attorney's Office Current Position Title: \_\_\_\_\_  
 Department No.: 080 -001 Requested Position Title: Assistant District Attorney IV  
080-007 / 080-016

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

|                                |                         |                          |              |
|--------------------------------|-------------------------|--------------------------|--------------|
| <b>SALARY REQUEST:</b>         | \$ 0.00                 | \$ 78,704.00             | \$ 78,704.00 |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change   |
| <u>Auto</u>                    |                         |                          |              |
| <b>SALARY REQUEST:</b>         | \$ 0.00                 | \$ 900.00                | \$ 900.00    |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change   |
| <b>TOTAL BUDGETARY IMPACT:</b> | \$ 79,604.00            |                          |              |

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_ Chapter 59

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

**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.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Rosealida Cantu*  
 Department Head  
*Kyle Preyung*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

12/12/18  
 Date  
12/13/2018  
 Date  
12/14/18  
 Date

