



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: 01/02/2019 Current Slot No.: 002-101 / 0110 / 0013 kg
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney II
 Department No.: 080-0021 Requested Position Title: Assistant District Attorney II
080-007 / 080-016

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Discretionary Step Increase

SALARY REQUEST:	\$ 61,670.00	\$ 63,828.00	\$ 2,158.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>Auto Allowance</u> SALARY REQUEST:	\$ 900.00	\$ 900.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 2,158.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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)*

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

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

Date 01/02/19
 Date 01/03/2019
 Date 1/7/19

