



# 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: 01/29/2019 Current Slot No.: see attached  
 Department Name: District Attorney's Office Current Position Title: \_\_\_\_\_  
 Department No.: 080-020 Requested Position Title: see attached

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 69,534.00</u> Proposed Budgeted Amount	<u>\$ 69,534.00</u> Net Change
<b>SALARY REQUEST:</b>	_____	_____	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 69,534.00</u>		

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

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

RCVD DEPT BDGT & MGMT  
FEB 1 '19 PM2:03

**\* 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)**

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

01/29/19  
Date

02/01/2019  
Date

2/8/19  
Date

RECEIVED

JAN 30 2019

DEPARTMENT OF HUMAN RESOURCES

