



# 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: 02/13/2019 Current Slot No.: N/A 0001 (proposed) fyg  
 Department Name: DA'S OFFICE Current Position Title: N/A  
 Department No.: 080-0XX Requested Position Title: ASSIST. DISTRICT ATTORNEY II

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 61,670.00</u>	<u>\$ 61,670.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

AUTO ALLOWANCE <del>SALARY REQUEST:</del>	<u>\$ 0.00</u>	<u>\$ 900.00</u>	<u>\$ 900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 62,570.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other BUFFET MCCAIN INST. FUND SOURCE

**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:**

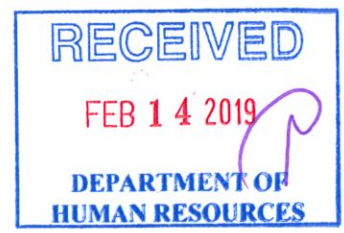
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

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

THE POSITION IS ESSENTIAL IN ORDER TO MEET THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE, WILL ASSIST IN MEETING THE DAILY NEEDS OF THE HUMAN TRAFFICKING UNIT AND COMPLY WITH THE REQUIREMENTS OF THE BUFFET-MCCAIN INSTITUTE/ ARIZONA STATE UNIVERSITY GRANT/ AGREEMENT.

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

02/13/19  
 Date  
2/20/2019  
 Date  
2/22/19  
 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: 02/13/2019 Current Slot No.: N/A 000210003 (proposed) fj  
 Department Name: DA'S OFFICE Current Position Title: N/A  
 Department No.: 080-0XX Requested Position Title: SEE ATTACHMENT A

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

<b>SALARY REQUEST:</b>	\$ 0.00	<del>\$ 0.00</del> \$102,567.00	<del>\$ 0.00</del> \$102,567.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$ 0.00</del> \$102,567.00		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other BUFFET MCCAIN INST. FUND SOURCE

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

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

THE POSITIONS ARE ESSENTIAL IN ORDER TO MEET THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE, WILL ASSIST IN MEETING THE DAILY NEEDS OF THE HUMAN TRAFFICKING UNIT AND COMPLY WITH THE REQUIREMENTS OF THE BUFFET-MCCAIN INSTITUTE/ ARIZONA STATE UNIVERSITY GRANT/ AGREEMENT.

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

02/13/19  
 Date  
2/20/19  
 Date  
2/22/19  
 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: 02/19/2019 Current Slot No.: 0001 / (proposed) #8  
 Department Name: District Attorney's Office Current Position Title: A163  
 Department No.: 080-022/EBJ Requested Position Title: Assistant District Attorney II  
080-002

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 61,670.00	\$ 61,670.00
	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
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 61,670.00		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Domestic Violence Unit 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>
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)**

The position is essential in order to meet the statutory obligations of the District Attorney's Office, will assist in meeting the daily needs of the Domestic Violence Unit grant and comply with the requirements of this grant.

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

02/20/19  
 Date  
02/20/2019  
 Date  
2/20/19  
 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: 02/19/2019 Current Slot No.: 0002 / (proposed) fy  
 Department Name: District Attorney's Office Current Position Title: A164  
 Department No.: 080-022/EBT Requested Position Title: Criminal Investigator II  
080-002

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 55,171.00	\$ 55,171.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto Allowance</i>			
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 3,600.00	\$ 3,600.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 55,171.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Domestic Violence Unit 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 EBT  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)*

The position is essential in order to meet the statutory obligations of the District Attorney's Office, will assist in meeting the daily needs of the Domestic Violence Unit and comply with the requirements of the DV Unit grant.

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

02/20/19  
 Date  
02/22/2019  
 Date  
2/22/19  
 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: 02/13/2019 Current Slot No.: T160  
 Department Name: DA'S OFFICE Current Position Title: COURIER  
 Department No.: 080-002 Requested Position Title: \_\_\_\_\_

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

**SALARY REQUEST:** \$ 13,117.00 \$ 0.00 -\$ 13,117.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**SALARY REQUEST:** \_\_\_\_\_ \$ 0.00 \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 13,117.00

**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)*

THE DA'S OFFICE HAS HAD DIFFICULTY IN FILLING POSITION ON TEMPORARY STATUS. REQUESTING TO CREATE THE COURIER POSITION ON A REGULAR FULL TIME STATUS.

*R. Angelina Contreras*  
 Department Head  
*Kalle Pulgarin*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

02/13/19  
 Date  
2/20/2019  
 Date  
2/20/19  
 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: 02/13/2019 Current Slot No.: N/A 0161 (proposed) tgy  
 Department Name: DA'S OFFICE Current Position Title: N/A  
 Department No.: 080-002 Requested Position Title: COURIER

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

<b>SALARY REQUEST:</b>	\$ 0.00	<del>\$ 25,347.00</del>	<del>\$ 25,347.00</del>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 0.00	<del>\$ 26,234.00</del>	<del>\$ 26,234.00</del>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$ 25,347.00</del>	<del>\$ 26,234.00</del>	\$ 0.00
			Net Change

**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 EBJ  Non-Exempt **FLSA:**  Exempt  Non-Exempt OK tgy

**\* 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)**

BASED ON THE DEPARTMENT'S NEEDS, THE ONGOING CONSTRUCTION ISSUES AND THE EASE OF ACCESS TO THE COURTHOUSE, IT HAS BEEN DETERMINED AND DEEMED NECESSARY TO HAVE A FULL TIME POSITION SOLELY RESPONSIBLE FOR TRANSPORTING FILES, RECORDS, AND TO PERFORM OTHER CLERK FUNCTIONS AS ASSIGNED. THE DA'S OFFICE HAS HAD DIFFICULTY IN FILLING POSITION ON TEMPORARY STATUS.

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

02/13/19  
 Date  
2/20/2019  
 Date  
2/22/19  
 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: 02/13/2019 Current Slot No.: 0157  
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY III  
 Department No.: 080-002 Requested Position Title: ASSIST. DISTRICT ATTORNEY III

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other DISCRETIONARY STEP & ADD AUTO ALLOW.

<b>SALARY REQUEST:</b>	<u>\$ 69,500.00</u> Current Budgeted Amount	<u>\$ 74,451.00</u> Proposed Budgeted Amount	<u>\$ 4,951.00</u> Net Change
<i>Auto Allowance</i> <b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 900.00</u> Proposed Budgeted Amount	<u>\$ 900.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 4,951.00</u>	<u>\$ 5,851.00</u>	

**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:**

<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 NECESSARY TO COMMENSURATE WITH EXPERIENCE WHEN FILLING THIS POSITION. AS PART OF THE JOB DUTIES, ADA'S TRAVEL TO MEET WITH POLICE DEPARTMENTS, VICTIMS, WITNESSES, PATHOLOGISTS, DOCTORS, COUNTY ELECTED OFFICIALS & DEPARTMENTS AS WELL AS ANY OTHER INDIVIDUAL OR INSTITUTION/ ENTITY WHO MAY BE PART OF A CRIMINAL/ CIVIL CASE THE AUTO ALLOWANCE WAS INADVERTENTLY NOT INCLUDED DURING THE BUDGET PROCESS WHEN THE POSITION WAS CREATED.

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

02/13/19  
 Date  
2/20/2019  
 Date  
2/22/19  
 Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 02/12/2019 Current Slot No.: 0158  
 Department Name: DA's Office Current Position Title: Assistant District Attorney III  
 Department No.: 080-002 Requested Position Title: Assistant District Attorney III

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 900.00</u>	<u>\$ 900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 900.00

**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    **FLSA:**  Exempt  
 Non-Exempt     Non-Exempt

**JUSTIFICATION / PRIORITY:** (Explain why this allowance request is essential)

As part of the job duties, ADA's travel to meet with police departments, victims, witnesses, pathologist, doctors involved in the case as well as any other individual or institute/ entity who may be a part of a

**COMMENTS:** (Any comments you wish to make regarding this request, attach additional pages if needed)

criminal/ civil case. The auto allowance was inadvertently not included during the budget process when the position was created.

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

02/12/2019  
 Date  
2/20/2019  
 Date  
2/22/19  
 Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 02/13/2019 Current Slot No.: 080-012-0004 / A162 (proposed) fy  
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY IV  
 Department No.: 080-012 / 080-002 Requested Position Title: ASSISTANT DISTRICT ATTORNEY IV  
~~N/A~~

**ALLOWANCE REQUEST: Type of Allowance**

<input type="checkbox"/> Position	<input type="checkbox"/> Interpreter	<input type="checkbox"/> Clothing	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Auto	<input checked="" type="checkbox"/> <b>LONGEVITY PAY</b>
<b>ALLOWANCE AMOUNT:</b>	\$ 0.00	\$ 5,000.00	\$ 5,000.00		
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change		
<b>ALLOWANCE AMOUNT:</b>	\$ 0.00	\$ 0.00	\$ 0.00		
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change		
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 5,000.00				

**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 checked="" type="checkbox"/> Other <u>CRIM DA 080-002</u>	

**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

**JUSTIFICATION / PRIORITY:** (Explain why this allowance request is essential)

LONGEVITY PAY COMPENSATION IS NO LONGER AN ALLOWABLE EXPENSE UNDER THE BORDER PROSECUTION GRANT.

**COMMENTS:** (Any comments you wish to make regarding this request, attach additional pages if needed)

REQUESTING CHANGE IN FUNDING SOURCE.

*Doreen Canti*  
 Department Head

*Kelli P...*  
 Department of Human Resources

*[Signature]*  
 Department of Budget & Management

02/13/19  
 Date

2/28/2019  
 Date

2/22/19  
 Date

