



# 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: 02/28/2019 Current Slot No.: 012-TBD 0008/A165 (proposed) fy  
 Department Name: District Attorney's Office Current Position Title: \_\_\_\_\_  
 Department No.: 080 -012 / 080-002 Requested Position Title: Assistant District Attorney IV

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 81,065.00	\$ 81,065.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>Auto Allowance</b>		\$ 900.00	\$ 900.00
<b>SALARY REQUEST:</b>	\$ 0.00	<del>\$ 0.00</del>	<del>\$ 0.00</del>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 81,965.00		
	<del>\$ 81,065.00</del>		

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

- Current Department Budget
- Salary Adjustment
- Annual Budget Cycle
- Other Border Prosecution Grant
- Will Require Additional Funds

**POSITION TYPE:**

- Full Time Regular Object Code 113
- Full Time Temporary Object Code 121
- Part Time Regular Object Code 114
- Part Time Temporary Object Code 122

**CIVIL SERVICE:**

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

**\* TEMPORARY POSITIONS:**

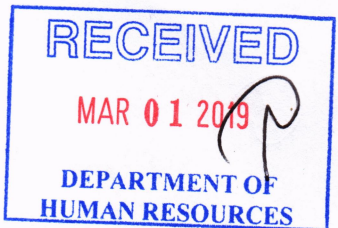
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

**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.

Department Head: *Domenica Cloutier*  
 Department of Human Resources: *Allye Salazar*  
 Department of Budget & Management: \_\_\_\_\_

Date: 02/28/19  
3/04/2019  
 Date: \_\_\_\_\_  
3/5/19  
 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: 02/28/2019 Current Slot No.: 012-005 / A135  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III  
 Department No.: 080 -012 / 080-002 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	<u>Delete</u>
<b>SALARY REQUEST:</b>	<u>\$ 77,250.00</u>	<u>\$ 69,500.00</u>	<u>\$ 0.00</u>	<u>\$ -77,250.00</u>	<u>-\$ 69,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>Auto Allowance:</b>					
<b>SALARY REQUEST:</b>	<u>\$ 900.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>-\$ 900.00</u>	<u>-\$ 900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 78,150.00</u>		<u>-\$ 78,150.00</u>		
	Current Budgeted Amount	Proposed Budgeted Amount	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

- Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Salary Adjustment       Other Border Prosecution 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      **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>
<u>Annual Salary</u>	<u>Hourly Rate</u>	<u>Step 1 Salary / 2,080 Hours Per Year = 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)

Position no longer needed

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*Dominique Cloutier*  
 Department Head  
*Michelle Dwyer*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

02/28/19  
 Date  
3/04/2019  
 Date  
3/5/19  
 Date

