



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: 03/20/2019 Current Slot No.: 0001 ~~TA103~~ EBT TB
 Department Name: District Attorney' Office Current Position Title: Assistant District Attorney II
 Department No.: 080-022 / ~~080-050~~ Requested Position Title: _____
EBT 021

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

SALARY REQUEST:	\$ 61,670.00	\$ 0.00	-\$ 61,670.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>Auto</u> SALARY REQUEST:	\$ 900.00	\$ 0.00	-\$ 900.00
	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 Institute 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)*

Position no longer needed

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

Date 03/20/19
3/21/2019
 Date
3/25/19
 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: 03/20/2019 Current Slot No.: 0004 *fy*
 Department Name: District Attorney' Office Current Position Title: _____
 Department No.: 080-022 Requested Position Title: Assistant District Attorney IV
EBJ 021

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

SALARY REQUEST:	\$ 0.00	\$ 86,839.00	\$ 81,065.00	\$ 81,065.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<i>Auto</i>	\$ 0.00	\$ 900.00	\$ 900.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	\$ 86,839.00	\$ 81,065.00		
	<i>87,739.00 EBJ</i>			

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Buffet McCain Institute 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:**

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
			=	Hourly Rate
			=	Budgeted Salary

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

To commensurate with experience when filling this position.

Doracelia Centuri
 Department Head
Alle Regina De
 Department of Human Resources
[Signature]
 Department of Budget & Management

03/20/19
 Date
3/22/2019
 Date
3/25/19
 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: 03/21/2019 Current Slot No.: 0002 *ty*
 Department Name: District Attorney's Office Current Position Title: Criminal Investigator II
 Department No.: 080-021 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 55,171.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 55,171.00</u> Net Change
SALARY REQUEST:	<u>\$ 3,600.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 3,600.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>58,771.00</u> -\$ 55,171.00 <i>EBJ</i>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Buffet-McCain Institute 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:**

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 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 Humman Trafficking Unit and comply with the requirements of the Buffett-McCain Institute/Arizona State University grant.
 * To commensurate with experience.

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

03/20/19
Date
3/22/2019
Date
3/25/19
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: 03/21/2019 Current Slot No.: 0005 EBJ t3
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-021 Requested Position Title: Criminal Investigator I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	\$ 0.00	\$58,350.00	\$58,350.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	\$ 0.00	\$ 3,600.00	\$ 3,600.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$50,900.00	\$58,350.00	\$7,450.00
	<u>61,950.00 EBJ</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Buffet-McCain Institute 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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		Annual Salary	Hourly Rate	
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 * To commensurate with experience.

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

03/20/19
 Date
3/22/2019
 Date
3/25/19
 Date

