



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: 04/05/2019 Current Slot No.: see attached
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney II
 Department No.: 080 Requested Position Title: _____

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

SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
TOTAL BUDGETARY IMPACT:	\$ 0.00		

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

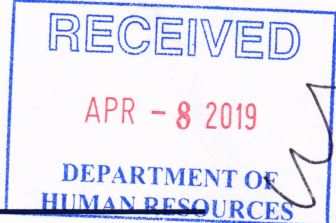
*** TEMPORARY POSITIONS:**

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)

Position no longer needed. See attached.

Department Head: Dr. Aracelia Campi Date: 04/05/19
 Department of Human Resources: [Signature] Date: 4/08/2019
 Department of Budget & Management: [Signature] Date: 4/12/19





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: 04/05/2019 Current Slot No.: ~~FBD~~ see attached EBT
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080 Requested Position Title: Assistant District Attorney III

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

SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
TOTAL BUDGETARY IMPACT:	\$ 0.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
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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		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)*

To commensurate with experience when filling this position. See attached.

Department Head: *[Signature]* Date: 04/05/19
 Department of Human Resources: *[Signature]* Date: 4/08/2019
 Department of Budget & Management: *[Signature]* Date: 4/12/19

