



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: 04/03/2019 Current Slot No.: 0034 ^{fy}
 Department Name: District Attorney's Office Current Position Title: Criminal Investigator I
 Department No.: 080-002 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$58,350.00</u> \$47,300.00	<u>\$ 0.00</u>	\$58,350.00 \$47,300.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Auto Allowance SALARY REQUEST:	<u>\$ 3,600.00</u>	<u>\$ 0.00</u>	-\$ 3,600.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$61,950.00</u> -\$ 50,900.00		

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 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)

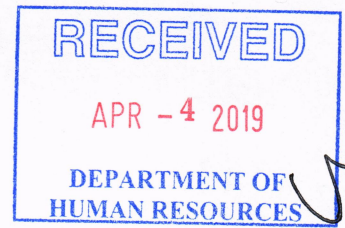
Position no longer needed.

Araceli Curi
 Department Head
Araceli Curi
 Department of Human Resources

 Department of Budget & Management

04/03/19
 Date
4/05/2019
 Date

 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: 04/03/2019 Current Slot No.: TBD 0166 (proposed) ky
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-002 Requested Position Title: Criminal Investigator II

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 55,171.00</u>	<u>\$ 55,171.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 3,600.00</u>	<u>\$ 3,600.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 58,771.00</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 **FLSA:** Exempt
 Non-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		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)*

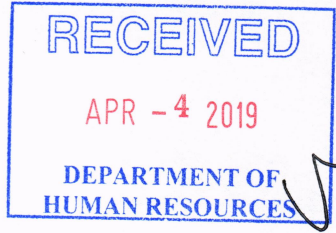
To commensurate with experience when filling this position.

Diana C. Campi
 Department Head
[Signature]
 Department of Human Resources

 Department of Budget & Management

04/03/19
 Date
4/5/2019
 Date

 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: 03/28/2019 Current Slot No.: 0047 *ky*
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-002 Requested Position Title: _____

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	\$ 18,320.00	\$ 0.00	-\$ 18,320.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	_____	_____	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 18,320.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other Domestic Violence Court 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

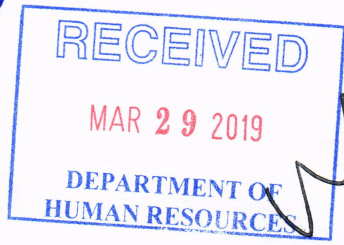
JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*

Due to change in personnel, supplemental pay will be re-assigned.

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

Rosalee du Campi
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

03/28/19
 Date
4/01/2019
 Date
4/2/19
 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: 04/03/2019 Current Slot No.: 0179 *tz*
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-007 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Discretionary Step \$ Add Supplemental Allowance

SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
			\$ 0.00
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
			\$ 0.00
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 Supplemental pay: Domestic Violence Court 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:**

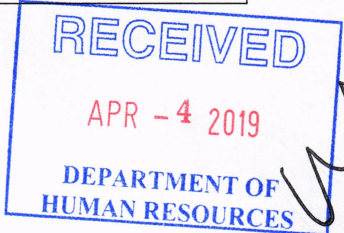
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
No. of Weeks		x Hours per Week = Total Hours		x Hourly Rate = Budgeted Salary

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

To commensurate with experience when filling this position. See attached

Domenica Cantu
 Department Head
Kalle Perez
 Department of Human Resources

04/03/19
 Date
04/05/2019
 Date



Department of Budget & Management _____ 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: 04/03/2019 Current Slot No.: 182
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-007 Requested Position Title: _____

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 8,092.00</u>	<u>\$ 8,092.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

TOTAL BUDGETARY IMPACT: \$ 8,092.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Domestic Violence Court 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

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

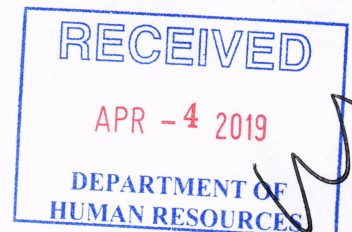
The Domestic Violence Court grant allocates funding for personnel costs associated with a prosecutor or representative from the DA's Office who reviews cases and participates in the staffing of Domestic

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

Violences cases. Assigned personnel will be fullfilling obligations of grant requirements.

Department Head *Dominique Corti*
 Department of Human Resources *[Signature]*

Date 04/03/19
4/05/2019



Department of Budget & Management _____

Date _____