



# 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: 04/24/2019 Current Slot No.: 0135 / A120  
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney II  
 Department No.: 080-007 / 080-002 Requested Position Title: Assistant District Attorney II

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Discretionary Step

<b>SALARY REQUEST:</b>	<u>\$ 61,670.00</u> Current Budgeted Amount	<u>\$ 63,828.00</u> Proposed Budgeted Amount	<u>\$ 2,158.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 900.00</u> Current Budgeted Amount	<u>\$ 900.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 2,158.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Chapter 59 HB65

**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)*

To commensurate with experience when filling this position. This position is essential in order to meet the statutory obligations of the District Attorney's Office.

*Dominique Claudi*  
 Department Head  
*Kelli Poying*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

04/24/19  
 Date  
4/30/2019.  
 Date  
5/1/19  
 Date

