



# 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: 08/29/2019 Current Slot No.: T012  
 Department Name: District Attorney's Office Current Position Title: Attorney III  
 Department No.: 080-013 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>	<del>\$69,500.00</del> \$37,687.00	\$0.00	<del>\$69,500.00</del> -\$37,687.00	<del>\$69,500.00</del> -\$37,687.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<b>SALARY REQUEST:</b>	<del>\$900.00</del> \$900.00	\$0.00	<del>\$900.00</del> -\$900.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$70,400.00</del> -\$37,687.00			

**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      **FLSA:**  Exempt  
 Non-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)*

Deleting position to create a full time Attorney III position to commensurate with experience when filling position.

Dyandra Centuri  
 Department Head  
Paul [Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

08/29/19  
 Date  
8/29/2019  
 Date  
8/29/19  
 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: 08/29/2019 Current Slot No.: TBD CO13 (Proposed) tz  
 Department Name: District Attorney's Office Current Position Title: \_\_\_\_\_  
 Department No.: 080-013 Requested Position Title: Attorney III

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 69,500.00</u> Proposed Budgeted Amount	<u>\$ 69,500.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 900.00</u> Proposed Budgeted Amount	<u>\$ 900.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 70,400.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds PR  
 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		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. This position is essential in order to meet the statutory obligations of the District Attorney's Office.

Department Head: [Signature] Date: 08/29/19  
 Department of Human Resources: [Signature] Date: 8/29/19  
 Department of Budget & Management: [Signature] Date: 8/29/19

