



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: 09/05/2019 Current Slot No.: 0048 / 0193 / 0005 ty
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney IV
 Department No.: 080-002 / 080-007 / 080-016 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$81,065.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$81,065.00</u> Net Change
SALARY REQUEST:	<u>\$ 900.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 900.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 81,965.00</u>		

080-007

PR

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)

Deleting position to create an Assistant District Attorney III position to commensurate with experience when filling position.

Priscilla Cantu
 Department Head
Kyle Dely
 Department of Human Resources
[Signature]
 Department of Budget & Management

09/06/19
 Date
9/06/19
 Date
9/4/19
 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: 09/05/2019 Current Slot No.: FBD 0170/0223/0025
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-002 / 080-007 / 080-016 Requested Position Title: Assistant District Attorney III

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

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

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)

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.

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

09/06/19
 Date
9/06/19
 Date
9/6/19
 Date

RECEIVED

SEP -6 2019

DEPARTMENT OF HUMAN RESOURCES