



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: 09/12/2019 Current Slot No.: 0005
 Department Name: District Attorney's Office Current Position Title: Criminal Investigator I
 Department No.: 080-021 Requested Position Title: _____

PR

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

SALARY REQUEST:	\$ 58,350.00	\$ 0.00	-\$ 58,350.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 3,600.00	\$ 0.00	-\$ 3,600.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 61,950.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Buffet-McCain Institute 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 _____		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 Criminal Investigator II position to commensurate with experience when filling position.

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

09/12/19
 Date
9/12/2019
 Date
9/16/19
 Date

RECEIVED

SEP 13 2019

DEPARTMENT OF HUMAN RESOURCES



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: 09/12/2019 Current Slot No.: TBD 0006 (proposed) PR
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-021 Requested Position Title: Criminal Investigator II

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

SALARY REQUEST: \$ 0.00 \$ 55,171.00 \$ 55,171.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change PR

Auto Allowance

SALARY REQUEST: \$ 0.00 \$ 3,600.00 \$ 3,600.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 58,771.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Buffet-McCain Institute 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:**

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

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: *Rosemaria Cantu* Date: 9/13/2019
 Department of Human Resources: *[Signature]* Date: 9/16/19
 Department of Budget & Management: _____ Date: _____

