



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: 11/01/2019 Current Slot No.: TBD 0193 / 0224 (proposed)
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-002 / 080-007 Requested Position Title: Assistant District Attorney II

REQUEST FOR: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Temporary Position* <input type="checkbox"/> Position Reclassification <input type="checkbox"/> Other		
SALARY REQUEST: <u>080-002</u> \$ 0.00 <u>\$ 47,668.00</u> <u>\$ 47,668.00</u> Current Budgeted Amount Proposed Budgeted Amount Net Change	<u>\$ 49,336.00</u> <u>\$ 49,336.00</u> Proposed Budgeted Amount Net Change	<u>\$ 11,917.00</u> <u>\$ 11,917.00</u> Proposed Budgeted Amount Net Change
SALARY REQUEST: <u>080-007</u> <u>Auto Allowance</u> Current Budgeted Amount <u>\$ 12,334.00</u> <u>\$ 12,334.00</u> Proposed Budgeted Amount Net Change	<u>\$ 0.00</u> <u>\$ 900.00</u> Current Budgeted Amount Proposed Budgeted Amount Net Change	<u>\$ 900.00</u> Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 61,670.00</u> <u>\$ 60,485.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other CRIM DA / DA Chapter 59

- 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:**

<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>Hourly Rate</u>	
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<u>No. of Weeks</u> x <u>Hours per Week</u> = <u>Total Hours</u>		<u>Hourly Rate</u> = <u>Budgeted Salary</u>		

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

Due to unforeseen circumstances with State grant funding, the DA's Office is requesting assistance with funding a current ADA II position. The position is essential in meeting the needs of the increased work load of the Domestic Violence Unit and to meet the statutory obligations of the DA's Office. The DA's Office is actively seeking other grant funding opportunities to cover said position.

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

11/01/19
 Date
11/04/2019
 Date
11/5/19
 Date

