



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: 11/15/2019 Current Slot No.: 043 / 0156 / 0033
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-002 / 1080-007 / 080-015 Requested Position Title: _____

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

SALARY REQUEST:	<u>72,517.00</u> \$ 69,500.00 Current Budgeted Amount	\$ 0.00 Proposed Budgeted Amount	<u>(72,517.00)</u> -\$ 69,500.00 Net Change
SALARY REQUEST:	\$ 900.00 Current Budgeted Amount	\$ 0.00 Proposed Budgeted Amount	-\$ 900.00 (auto allow.) Net Change
TOTAL BUDGETARY IMPACT:	<u>(73,417.00)</u> -\$ 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 **FLSA:** Exempt
 Non-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)

Deleting position to create an Assistant District II position to commensurate with experience with filling position.

Department Head: [Signature] Date: 11/15/19
 Department of Human Resources: [Signature] Date: 11/18/19
 Department of Budget & Management: [Signature] Date: 11/18/19





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: 11/15/2019 Current Slot No.: ~~FDD~~ 0194/0225/0038
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-002 / 080-007 / 050-016 Requested Position Title: Assistant District Attorney II I.S.

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 61,670.00</u> Proposed Budgeted Amount	<u>\$ 61,670.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 900.00</u> Proposed Budgeted Amount	<u>\$ 900.00</u> (auto allow) Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 62,570.00</u>		

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 _____		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.

Amelinda Cantu
 Department Head
Ally Polanco
 Department of Human Resources
[Signature]
 Department of Budget & Management

11/15/19
 Date
11/18/19
 Date
11/18/19
 Date

RECEIVED

NOV 18 2019

DEPARTMENT OF HUMAN RESOURCES