



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: 12/10/2019 Current Slot No.: 0004 *TS*
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney IV
 Department No.: 080-021 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<u>Delete</u>
SALARY REQUEST:	<u>\$86,839.00</u>	<u>\$81,065.00</u>	\$ 0.00		<u>-\$86,839.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount			Net Change
<i>Auto Allowance</i> SALARY REQUEST:	\$ 900.00	\$ 0.00			-\$ 900.00
	Current Budgeted Amount	Proposed Budgeted Amount			Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$87,139.00</u>				<u>-\$81,965.00</u>

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Arizona State University

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

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

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

Donna L. Cantre Department Head Date: 12/10/19
Ellie Polanco Department of Human Resources Date: 12/11/19
[Signature] Department of Budget & Management Date: 12/17/19





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: 12/10/2019 Current Slot No.: ~~TBD~~ 0007 (C.L.)
 Department Name: District Attorney's Office Current Position Title: _____
 Department No.: 080-021 Requested Position Title: Assistant District Attorney III

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

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

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: *Dan ...* Date: 12/10/19
 Department of Human Resources: *...* Date: 12/11/19
 Department of Budget & Management: *...* Date: 12/9/19

