





# 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: 03/19/2020 Current Slot No.: 0033/0027/0114  
 Department Name: DA'S OFFICE Current Position Title: Assistant District Attorney II (15/2) 28  
 Department No.: 080-002/080-015/080-007 Requested Position Title: N/A

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	DELETE
SALARY REQUEST:	<u>\$63,828.00</u> 28	<u>\$61,670.00</u>	\$ 0.00	<u>\$63,828.00</u> 28	<u>-\$61,670.00</u> 28
	Current Budgeted Amount		Proposed Budgeted Amount		Net Change
SALARY REQUEST:					\$ 0.00
	Current Budgeted Amount		Proposed Budgeted Amount		Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$61,670.00</u> <u>\$63,828.00</u> 28				

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

<input checked="" type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other <u>To Partially fund the Creation of (3) ADA's III</u>	

**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 _____		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 (3) Assistant District Attorney III position(s) to commensurate with experience when filling position.

Dmaritida Canturi Department Head 03/19/2020 Date

\_\_\_\_\_  
Department of Human Resources Date

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Department of Budget & Management 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: 03/19/2020 Current Slot No.: 0091/0008/0151  
 Department Name: DA'S OFFICE Current Position Title: Assistant District Attorney II (13/2) 28  
 Department No.: 080-002/080-016/080-007 Requested Position Title: N/A

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other DELETE

<b>SALARY REQUEST:</b>	<u>\$ 61,670.00</u>	<u>\$ 0.00</u>	<u>-\$ 61,670.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 61,670.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other To Partially fund the Creation of (3) ADA's III

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 (3) Assistant District Attorney III position(s) to commensurate with experience when filling position.

Pranavida Curki Department Head Date 03/19/2020

\_\_\_\_\_  
Department of Human Resources Date \_\_\_\_\_

\_\_\_\_\_  
Department of Budget & Management 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: 03/19/2020 Current Slot No.: TBD see attached 28  
 Department Name: DA'S OFFICE Current Position Title: N/A  
 Department No.: 080-002 Requested Position Title: Assistant District Attorney III (17/1) see attached 28

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other (3) ADA III Positions

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 208,500.00</u>	<u>\$ 208,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 208,500.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Will fund from the ADA V & II's Deletion(s)

**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 these positions. These positions are essential in order to meet the statutory obligations of the District Attorney's Office.

Marilida Cantu 03/19/2020  
 Department Head Date

Department of Human Resources Date  
 Department of Budget & Management Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### MULTIPLE PERSONNEL ACTION FORM (Attachment A)

**NOTE:** Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: District Attorney's Office

Department No.: 080-002/080-015/080-016/080-007

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
002-0178	N/A	District Attorney III	N/A	\$69,500.00
015-0039	N/A	District Attorney III	N/A	
007-0228	N/A	District Attorney III	N/A	
002-0179	N/A	District Attorney III	N/A	\$69,500.00
016-0027	N/A	District Attorney III	N/A	
007-0229	N/A	District Attorney III	N/A	
002-0180	N/A	District Attorney III	N/A	\$69,500.00
015-0040	N/A	District Attorney III	N/A	
007-230	N/A	District Attorney III	N/A	



# 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: 03/18/2020 Current Slot No.: 0007  
 Department Name: DA'S OFFICE Current Position Title: Assistant District Attorney III (171) 28  
 Department No.: 080-021 Requested Position Title: Assistant District Attorney III (173) 28

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Discretionary Step

<b>SALARY REQUEST:</b>	<u>\$ 69,500.00</u>	<u>\$ 74,451.00</u>	<u>\$ 4,951.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 4,951.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other 0-1281-412-00-080-021-9-113 (ASU)

**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)*

CCP CHAPTER 8- SECTION 8.03/ No. 3

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Amelida Cantu  
 Department Head

03/18/2020  
 Date

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 Department of Human Resources Date

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 Department of Budget & Management Date