



# 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: 05/14/2020 Current Slot No.: 0011  
 Department Name: DA'S OFFICE Current Position Title: \_\_\_\_\_  
 Department No.: 080-017 Requested Position Title: Coordinator II, Victim Assistance

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 43,796.00</u> Proposed Budgeted Amount	<u>\$ 43,796.00</u> Net Change
<b>SALARY REQUEST:</b>	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 43,796.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other VICTIM ASSISTANCE PROGRAM

**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:**

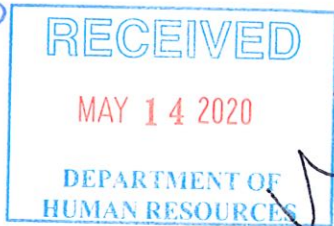
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		Hourly Rate _____
No. of Weeks _____ x Hours per Week _____ = Total Hours _____		x Hourly Rate _____ = Budgeted Salary _____		

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

Requesting to replace the Intake Clerk position and create a Victim Assistance Coordinator II in an effort to address changes in victim service delivery that have been implemented as a result of COVID-19. Creating a Coordinator will help the DA's Office with outreach work/ strategies to help increase community awareness with the new restrictions of social distancing.

*Diana...*  
 Department Head  
*Kyle...*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

05/14/2020  
 Date  
5/15/2020  
 Date  
05/15/2020  
 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: 05/14/2020 Current Slot No.: 0004  
 Department Name: DA'S OFFICE Current Position Title: Intake Clerk  
 Department No.: 080-017 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$ 28,565.00</u>	<u>\$ 0.00</u>	<u>-\$ 28,565.00</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>-\$ 28,565.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other VICTIM ASSISTANCE PROGRAM

**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)**

Requesting to replace the Intake Clerk position and create a Victim Assistance Coordinator II in an effort to address changes in victim service delivery that have been implemented as a result of COVID-19. Creating a Coordinator will help the DA's Office with outreach work/ strategies to help increase community awareness with the new restrictions of social distancing.

*Daniel de la Cruz*  
 Department Head

*Valle P...*  
 Department of Human Resources

*[Signature]*  
 Department of Budget & Management

05/14/2020  
 Date

5/15/2020  
 Date

05/15/2020  
 Date

