



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: 05/20/2020 Current Slot No.: 0060 / 0038 288
 Department Name: DA's Office Current Position Title: Legal Assistant IV
 Department No.: 080-002 / 080-007 Requested Position Title: Legal Assistant IV

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Set Salary Adjustment 288

SALARY REQUEST: <u>080-002</u> <u>36,568.00</u> Current Budgeted Amount	<u>41,274.00</u> Proposed Budgeted Amount	<u>4,706.00</u> Net Change
SALARY REQUEST: <u>080-007</u> <u>12,388.00</u> Current Budgeted Amount	<u>9,395.00</u> Proposed Budgeted Amount	<u>0.00</u> Net Change

TOTAL BUDGETARY IMPACT: \$1,713.00 1,713.00 E.M.

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other CRIM DA 080-002 / 080-007

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)

Legal Assistant IV was previously assigned to assist Division ADA Supervisor and Division LA Supervisor, with specialized assignments, additional duties & responsibilities that require higher levels of complexity of work which continues to be critical to the Division. This request is necessary a measure to retain & maintain professional key staff to comply with the statutory obligations of the DA's Office.

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

05/21/2020
Date
5/22/2020
Date
05/26/2020
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: 05/20/2020 Current Slot No.: 0047 / 0004 / 0113
 Department Name: DA's Office Current Position Title: Assistant DA III District Attorney III
 Department No.: 080-002 / 080-016 / 080-007 Requested Position Title: Assistant DA III District Attorney III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Set Salary Adjustment 28

SALARY REQUEST:	<u>71,933.00</u> Current Budgeted Amount	69,500.00 <u>(617502)</u> Proposed Budgeted Amount	2,433.00 <u>0.00</u> Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>-\$2,433.00 0.00</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 080-002 / 080-016 / 080-007

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
			=	Hourly Rate
				= Budgeted Salary

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

ADA III shall be reassigned to Special Crimes Division. The specialized assignment requires a higher level of complexity of the work, responsibilities, and is considered a key position within the District Attorney's Office. This request is also a necessary measure to retain and maintain professional key staff to comply with the statutory obligations of the District Attorney's Office.

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

05/21/2020
 Date
5/22/2020
 Date
05/24/2020
 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: 05/20/2020 Current Slot No.: 0046 10003/0153 288
 Department Name: DA's Office Current Position Title: Assistant DA III District Attorney III
 Department No.: 080-002 080-016 080-007 Requested Position Title: Assistant DA III District Attorney III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Set Salary Adjustment 288

SALARY REQUEST:	<u>74,451.00</u> Current Budgeted Amount	<u>71,933.00</u> Proposed Budgeted Amount	<u>2,518.00</u> Net Change
SALARY REQUEST:	<u>69,500.00</u> Current Budgeted Amount	<u>71,933.00</u> Proposed Budgeted Amount	<u>2,433.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>2,433.00</u> - <u>2,518.00</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 080-002 080-016/080-007 288

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)

ADA III shall be reassigned to Asset Forfeiture Division. The specialized assignment requires a higher level of complexity of the work, responsibility, and is considered a key position within the District Attorney's Office. This request is also a necessary measure to retain and maintain professional key staff to comply with the statutory obligations of the District Attorney's Office.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

05/21/2020
Date

5/22/2020
Date

05/26/2020
Date