



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: 07/10/2020 Current Slot No.: 0209/0005/0097 ^{TS}
 Department Name: DA'S OFFICE Current Position Title: ATTORNEY IV
 Department No.: 080/007/080-013/080-016 Requested Position Title: _____

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

SALARY REQUEST:	\$ 93,024.00		-\$ 93,024.00
<i>Auto Allowance</i>	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 2,000.00		-\$ 2,000.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 95,024.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Cost Savings

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)

POSITION IS BEING DELETED TO FUND THE CREATION OF AN ASSISTANT DISTRICT ATTORNEY II POSITION THAT IS NEEDED IN THE APPELLATE DIVISION OF THE DA'S OFFICE.

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

Date 07/10/2020
 Date 7/13/2020
 Date 7/13/2020



