



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: 10/02/2020 Current Slot No.: 002-0032 / 01621 0026 *ky*
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY IV *Assistant*
 Department No.: 080-004 Requested Position Title: ASSIST. DISTRICT ATTORNEY V *Assistant*
080-007 / 090-015

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

SALARY REQUEST:	\$ 81,065.00 Current Budgeted Amount	\$ 94,554.00 Proposed Budgeted Amount	\$ 13,489.00 Net Change
SALARY REQUEST:	_____	_____	\$ 0.00 Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 13,489.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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)*

The Assistant District Attorney (ADA) has been appointed as Chief of the newly named Domestic Violence Unit of the District Attorney's Office. Given the complexity of the work and responsibilities of this designation, this measure is necessary to commensurate accordingly. This action is also necessary 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

10/02/2020
 Date
10/09/2020
 Date
10/13/2020
 Date



Received Auditor's Office

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