



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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 DEPARTMENT OF
 HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 12/04/2020 Current Slot No.: TBD
 Department Name: HIDTA Current Position Title: N/A
 Department No.: 270-003/270-011 Requested Position Title: Criminal Research Specialist III

REQUEST FOR:	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input type="checkbox"/> Other _____
<i>prg# 003</i> SALARY REQUEST:	\$ 0.00	\$ 36,962.00	\$ 36,962.00	\$ 36,962.00
	Current Budgeted Amount	Proposed Budgeted Amount		Net Change
<i>prg# 011</i> SALARY REQUEST:	\$ 0.00	\$ 14,122.00	\$ 14,122.00	\$ 14,122.00
	Current Budgeted Amount	Proposed Budgeted Amount		Net Change
TOTAL BUDGETARY IMPACT:	\$ 51,084.00			

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- | | | |
|----------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <input 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>HIDTA CCP 59(0-1251-412-00-270-011-0-XXX)</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 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)

DA's Office HIDTA is in need of a higher level Crim. Investigator position in line with the appropriate qualifications, experience, skill set, training and certifications. As the trends in criminal activity increase & change, it is indispensable that the employee charged with providing key information used in the deterrence of criminal activity be specialized in this field. Grade 13 Step 1

Donna L. Cantu
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/04/2020
 Date
12/4/20
 Date
12/07/2020
 Date