



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

ED

DEC 23 2020

DEPARTMENT OF
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 12/23/2020 Current Slot No.: A168/ 0182
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-002 & 080-007 Requested Position Title: Assistant District Attorney III

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 3,795.00</u>	<u>\$ 5,717.00</u>	<u>\$ 1,922.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

080-002

ALLOWANCE AMOUNT:	<u>\$ 2,375.00</u>	<u>\$ 2,375.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

080-007

TOTAL BUDGETARY IMPACT: \$ 1,922.00

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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

Supplemental allowance is necessary to augment the reduction in the D.V. Court Grant for new fiscal year.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Effective commensurate with current grant starting date of 10/1/2020. D.V. workload has not been decreased. (Employee no. 219983)

Department Head

12/23/2020
Date

Department of Human Resources

12/29/2020
Date

Department of Budget & Management

12/28/2020
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 12/23/2020 Current Slot No.: 188 0119/0138
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-002 1080-007 Requested Position Title: Assistant District Attorney III

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 3,795.00</u>	<u>\$ 5,740.00</u>	<u>\$ 1,945.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

080-002

ALLOWANCE AMOUNT:	<u>\$ 4,340.00</u>	<u>\$ 4,340.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

080-007

TOTAL BUDGETARY IMPACT: \$ 1,945.00

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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)
Supplemental allowance is necessary to augment the reduction in the D.V. Court Grant for new fiscal year.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)
Effective commensurate with current grant starting date of 10/1/2020. D.V. workload has not been decreased. (Employee no. 223859)

[Signature]
 Department Head

12/23/2020
 Date

[Signature]
 Department of Human Resources

12/28/2020
 Date

[Signature]
 Department of Budget & Management

12/23/2020
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)



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

Date: 12/23/2020 Current Slot No.: 0009
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney II
 Department No.: 080-002 Requested Position Title: Assistant District Attorney II

ALLOWANCE REQUEST: *Type of Allowance*

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 9,700.00</u>	<u>\$ 0.00</u>	<u>-\$ 9,700.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 9,700.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other No Budgetary Impact

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

JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*

DWI Supplemental pay will be re-assigned to other personnel who will be tasked with the additional duties and responsibilities.

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*

Effective date: 01/04/2021
Employee no. 214310

[Signature]
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

12/23/2020
 Date

12/28/2020
 Date

12/28/2020
 Date



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PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 12/23/2020 Current Slot No.: 0109
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-002 Requested Position Title: Assistant District Attorney III

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 4,850.00</u>	<u>\$ 4,850.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 4,850.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other From within the DA's Budget

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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

New recipient of the DWI Supplemental pay, assignment will entail additional duties and responsibilities.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Effective date: 01/04/2021
Employee no. 196762

[Signature]
Department Head

12/23/2020
Date

[Signature]
Department of Human Resources

12/29/2020
Date

[Signature]
Department of Budget & Management

12/28/2020
Date



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PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 12/23/2020 Current Slot No.: A123
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-002 Requested Position Title: Assistant District Attorney III

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 4,850.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 4,850.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other From within the DA's Budget

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

JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*

New recipient of the DWI Supplemental pay, assignment will entail additional duties and responsibilities.

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*

Effective date: 01/04/2021
Employee no. 231924

Donny... Carpi
Department Head

12/23/2020
Date

Raul...
Department of Human Resources

12/28/2020
Date

S.S.
Department of Budget & Management

12/28/2020
Date



COUNTY OF HIDALGO

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HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 12/23/2020 Current Slot No.: 0009
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney II
 Department No.: 080-002 Requested Position Title: Assistant District Attorney IV

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

<i>Am</i> SALARY REQUEST:	<u>1</u>	<u>69,125.00</u>	<u>\$ 81,065.00</u>	<u>\$13,968.00</u> <i>ty</i>
	Current Budgeted Amount		Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>		<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount		Proposed Budgeted Amount	Net Change
<i>Am</i> TOTAL BUDGETARY IMPACT:		<u>81,175.00</u>		

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 _____				
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)*

ADA is assigned to the Special Crimes Division. This unit undertakes specialized assignments that require a higher level of complexity of the work, responsibilities, and are considered key personnel within the DA's Office. This request is also a necessary measure to retain and maintain professional key staff to comply with the statutory obligations of the DA's Office. Effective date: 01/04/2021

Paralinda Campi
 Department Head 12/23/2020
 Date
Ally Pleguez
 Department of Human Resources 12/29/2020
 Date
SS
 Department of Budget & Management 12/28/2020
 Date

Action
2B
eff. date 1/4/2021



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PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 12/23/2020 Current Slot No.: A168/ 0182
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney III
 Department No.: 080-002 & 080-007 Requested Position Title: Assistant District Attorney IV

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

SALARY REQUEST: 71,933.00 \$ 81,065.00 10,000.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ \$ 0.00 _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: _____ 11,352.00 _____

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DA General Fund Account

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)

ADA has been the Acting Chief for the Misdemeanor Division of the DA's Office for several years. Re-class is deemed necessary to commensurate accordingly by promoting employee to Entry Level Chief position given the complexity of the work, high case activities and supervisory responsibilities. This action is also necessary to comply w/the statutory obligations of the DA's Office. Effective: 1/4/2021

[Signature]
 Department Head

12/23/2020
 Date

[Signature]
 Department of Human Resources

12/28/2020
 Date

[Signature]
 Department of Budget & Management

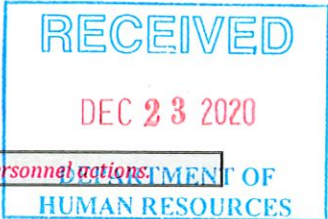
12/29/2020
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)



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

Date: 12/23/2020 Current Slot No.: A168/0182
 Department Name: District Attorney's Office Current Position Title: Assistant District Attorney IV
 Department No.: 080-002 & 080-007 Requested Position Title: Assistant District Attorney IV

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 5,717.00</u>	<u>\$ 0.00</u>	<u>-\$ 5,717.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u>\$ 2,375.00</u>	<u>\$ 0.00</u>	<u>-\$ 2,375.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 8,092.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other No Budgetary Impact

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

JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*
D.V. Court Grant/ supplemental pay will be removed and transferred to only one recipient.

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*
Effective date: 1/4/2021
Employee no. 219983

Arnelinda Cloutier
 Department Head

12/23/2020
 Date
12/28/2020
 Date

[Signature]
 Department of Human Resources

12/23/2020
 Date

[Signature]
 Department of Budget & Management