



# 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: 01/08/2020 Current Slot No.: TBD  
 Department Name: DA'S OFFICE Current Position Title: N/A  
 Department No.: 080-002 Requested Position Title: ASSIST. DISTRICT ATTORNEY II

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

**SALARY REQUEST:** \$ 0.00 \$ 61,670.00 \$ 61,670.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**SALARY REQUEST:** \$ 0.00 \$ 900.00 (Auto) \$ 900.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$125,140.00

*Handwritten notes:*  
 \$123,340  
 \$1,800.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other DELETION OF SLOTS 080-002- 0182 & -0187

**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)*

Requesting entry level ADA II positions which will be assigned to CCLs 9 & 10; positions are essential in order to meet the statutory obligations of the Criminal District Attorney's Office.

*Rosalinda Cantre*  
 Department Head

01/08/2021  
 Date

*[Signature]*  
 Department of Human Resources

1/8/21  
 Date

*[Signature]*  
 Department of Budget & Management

01/11/2021  
 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: 01/08/2021 Current Slot No.: 182 & 187  
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY III  
 Department No.: 080-002 Requested Position Title: N/A

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other DELETE

<b>SALARY REQUEST:</b>	<u>\$ 69,500.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 69,500.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 90.00 (Auto)</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 900.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>- \$ 140,000.00</u>		

x 2 = (\$139,000)  
x 2 = (\$1,800.00)

**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)*

ADA Level III positions not necessary at this time. Requesting entry level ADA II positions which will be assigned to CCLs 9 & 10; positions are essential in order to meet the statutory obligations of the Criminal District Attorney's Office.

*Romina Cantu*  
Department Head

*[Signature]*  
Department of Human Resources

*[Signature]*  
Department of Budget & Management

01/08/2021  
Date

1/8/21  
Date

01/11/21  
Date