



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: 01/15/2021 Current Slot No.: 0111/0005
 Department Name: DA'S Office Current Position Title: Director, Victims Unit
 Department No.: 080-002/080-017 Requested Position Title: Director, Victims Unit

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Re-grade

<i>080-002</i> SALARY REQUEST:	\$ 63,962.00	\$ 50,627.00	-\$ 13,335.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>080-017</i> SALARY REQUEST:	\$ 13,725.00	\$ 13,725.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 13,335.00		

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)*

Position is necessary at Grade 16 to commensurate with experience when filling vacancy. The position is essential in order to meet the statutory obligations of the Criminal District Attorney's Office.

Arnelinda Cantu
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

01/15/2021
Date

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Date

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Date