



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: 04/07/2021 Current Slot No.: TBD 0193 + 0194 (proposed) fy
 Department Name: DA's Office Current Position Title: N/A
 Department No.: 080-002 Requested Position Title: Assistant District Attorney II

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 61,670.00</u>	<u>\$ 61,670.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 61,670.00</u>	<u>\$ 61,670.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 123,340.00</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 _____		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)*

New positions are being requested for the new mandated CCL Courts approved for CY2021. County Courts at Law no. 9 and no. 10 will require two Assistant District Attorney's (each court) to handle the case load. These positions are essential in order to meet the statutory obligations of the District Attorney's Office.

[Signature] Department Head Date: 04/07/2021
[Signature] Department of Human Resources Date: 4/8/21
[Signature] Department of Budget & Management Date: 04/09/21



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: 04/07/2021 Current Slot No.: TBD 0193 & 0194 (proposed) kg
 Department Name: DA's Office Current Position Title: N/A
 Department No.: 080-002 Requested Position Title: Assistant District Attorney II

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 900.00</u>	<u>\$ 900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 900.00</u>	<u>\$ 900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 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 _____

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)

As part of the job duties, ADA's travel to meet with police departments, victims, witnesses, pathologists & doctors involved with any criminal/ civil cases.

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

<p style="text-align: center;"></p> <p>_____ Department Head</p> <p style="text-align: center;"></p> <p>_____ Department of Human Resources</p> <p style="text-align: center;"></p> <p>_____ Department of Budget & Management</p>	<p style="text-align: center;"><u>04/07/2021</u> Date</p> <p style="text-align: center;"><u>4/8/21</u> Date</p> <p style="text-align: center;"><u>04/09/2021</u> Date</p>
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