



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: 05/04/2021 Current Slot No.: 0005
 Department Name: DA'S OFFICE Current Position Title: Assistant District Attorney IV
 Department No.: 080-018 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 83,902.00</u>	<u>\$ 0.00</u>	<u>-\$ 83,902.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 900.00</u>	<u>\$ 0.00</u>	<u>-\$ 900.00</u> (Auto)
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 84,802.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other N/A

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		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)

DOMESTIC VIOLENCE SPECIALTY PROSECUTOR (DVSP) GRANT: (FUND 1281)
 POSITION IS NEEDED AT LOWER GRADE LEVEL TO COMMENSURATE WITH
 EXPERIENCE.

Priscilla Cantu
 Department Head

05/04/2021
 Date

[Signature]
 Department of Human Resources

5/6/21
 Date

[Signature]
 Department of Budget & Management

5/7/21
 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: 05/04/2021 Current Slot No.: TBD 0006 fg
 Department Name: DA'S OFFICE Current Position Title: _____
 Department No.: 080-018 Requested Position Title: Assistant District Attorney III

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 69,500.00</u> Proposed Budgeted Amount	<u>\$ 69,500.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 900.00</u> Proposed Budgeted Amount	<u>\$ 900.00</u> (Auto) Net Change

TOTAL BUDGETARY IMPACT: \$ 70,400.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other FUNDS FROM DELETED POSITION

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)

DOMESTIC VIOLENCE SPECIALTY PROSECUTOR (DVSP) GRANT: (FUND 1281)
 POSITION IS NECESSARY AT GRADE 17 TO COMMENSURATE WITH EXPERIENCE WHEN
 FILLING VACANCY. THE ADA POSITION IS ESSENTIAL IN ORDER TO MEET THE
 STATUTORY OBLIGATIONS OF THE DA'S OFFICE AND GRANT REQUIREMENTS.

Amelinda Cantu
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

05/04/2021
 Date
5/10/21
 Date
5/7/2021
 Date

