





# 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: 05/12/2021 Current Slot No.: 0195  
 Department Name: DA'S OFFICE Current Position Title: \_\_\_\_\_  
 Department No.: 080 -002 Requested Position Title: LEGAL ASSISTANT I

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 29,807.00</u> Proposed Budgeted Amount	<u>\$ 29,807.00</u> Net Change
<b>SALARY REQUEST:</b>	_____	_____	<u>\$ 0.00</u> Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 29,807.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other PARTIAL FUNDING FROM DELETION

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)

LEGAL ASSISTANT I POSITION IS NEEDED AT THIS TIME TO ASSIST IN THE MISDEMEANOR DIVISION WITH DISCOVERY, FILINGS, SUBPOENAS AND RESTITUTION. THE POSITION IS ESSENTIAL IN ORDER TO MEET THE STATUTORY OBLIGATIONS OF THE DA'S OFFICE.

Donnelida Cantu  
Department Head  
Rufin Saenz  
Department of Human Resources  
[Signature]  
Department of Budget & Management

05/12/2021  
Date  
05/14/2021  
Date  
05/14/2021  
Date

