



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: 06/04/2021 Current Slot No.: 0196
 Department Name: DA'S OFFICE Current Position Title: _____
 Department No.: 080-002 Requested Position Title: ASSIST. DISTRICT ATTORNEY III

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 69,500.00</u>	<u>\$ 69,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 900.00</u>	<u>\$ 900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 70,400.00</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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
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 III position is necessary to address the increased operations (workload, duties, & responsibilities) of the DA's Office Felony Div. stemming from the Covid-19 Public Health Emergency; The increase in instances of domestic/ family violence & assaults have had a direct effect on the current & prospective caseload/workload of the DA's Office. The position is essential in order to meet the statutory obligations of the DA's Office.

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

06/04/2021
 Date
6/8/21
 Date
06/10/2021
 Date

RECEIVED

JUN 07 2021

BM

DEPARTMENT OF
HUMAN RESOURCES