



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: 06/08/2021 Current Slot No.: 0197, 0198, 0199
 Department Name: DA'S OFFICE Current Position Title: _____
 Department No.: 080-002 Requested Position Title: Assistant ASSIST. DISTRICT ATTORNEY III 28

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

SALARY REQUEST:	\$ 0.00	\$ 208,500.00	\$ 208,500.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Auto Allow.			
SALARY REQUEST:	\$ 0.00	\$ 2,700.00	\$ 2,700.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 211,200.00		

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:**

<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)*

The Assistant District Attorney III positions are necessary to address the increased operations (workload, duties, and responsibilities) of various divisions within the DA's Office 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. These positions are 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

06/08/2021
 Date

7/22/21
 Date

07/23/21
 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: 06/08/2021 ~~Current~~ Slot No.: 0200, 0201, 0202
 Department Name: DA'S OFFICE Current Position Title: _____
 Department No.: 080 -002 Requested Position Title: VARIOUS/ SEE ATTACHMENT A

REQUEST FOR: New Position Temporary Position* Position Reclassification Other See Attachment A

SALARY REQUEST:	\$ 0.00	\$ 119,745.00	\$ 119,745.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto Allow.</i>			
SALARY REQUEST:	\$ 0.00	\$ 3,600.00	\$ 3,600.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 123,345.00		

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 **FLSA:** Exempt
 Non-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)*

The Legal Assist I, Crim. Investig. II & Advocate positions are necessary to address the increased operations (workload, duties and responsibilities) of various divisions within the DA's Office 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. These positions are essential in order to meet the statutory obligations of the DA's Office.

Rosalinda Cantu
 Department Head

06/08/2021
 Date

[Signature]
 Department of Human Resources

7/22/21
 Date

[Signature]
 Department of Budget & Management

07/23/2021
 Date



